Air Quality – AQ14/12 Operating Permit Application

MassDEP, Bureau of Air & Waste

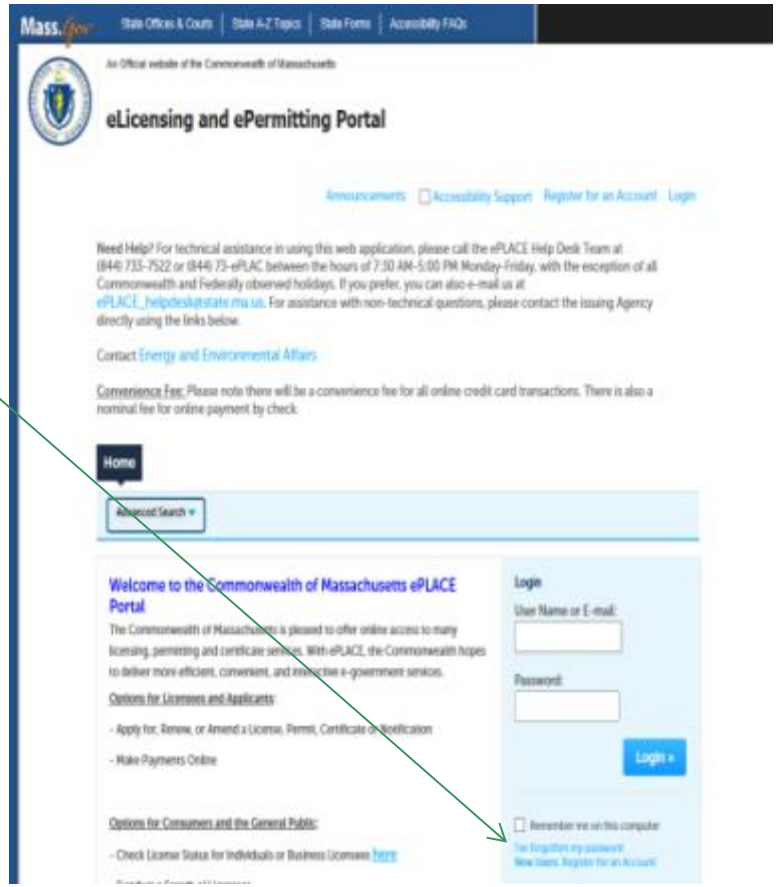
EEA ePLACE Portal

Transition to ePLACE On-Line Permitting

- All Facilities newly subject to the Operating Permit Program will apply for their initial Operating Permit through ePLACE Effective October 1, 2017.
- All Facilities due to renew their current Operating Permit shall apply through ePLACE effective October 1, 2017.
- After entry of a new or renewal application, all subsequent renewals or modifications will be on forms that are pre-populated with facility data making subsequent applications easier to complete.
- Any facility whose Initial or renewal application for an Operating Permit has NOT yet been approved in ePLACE must file Administrative Amendments, Minor Modifications or Significant Modifications using the current paper forms until such time as a renewal is approved through ePLACE.

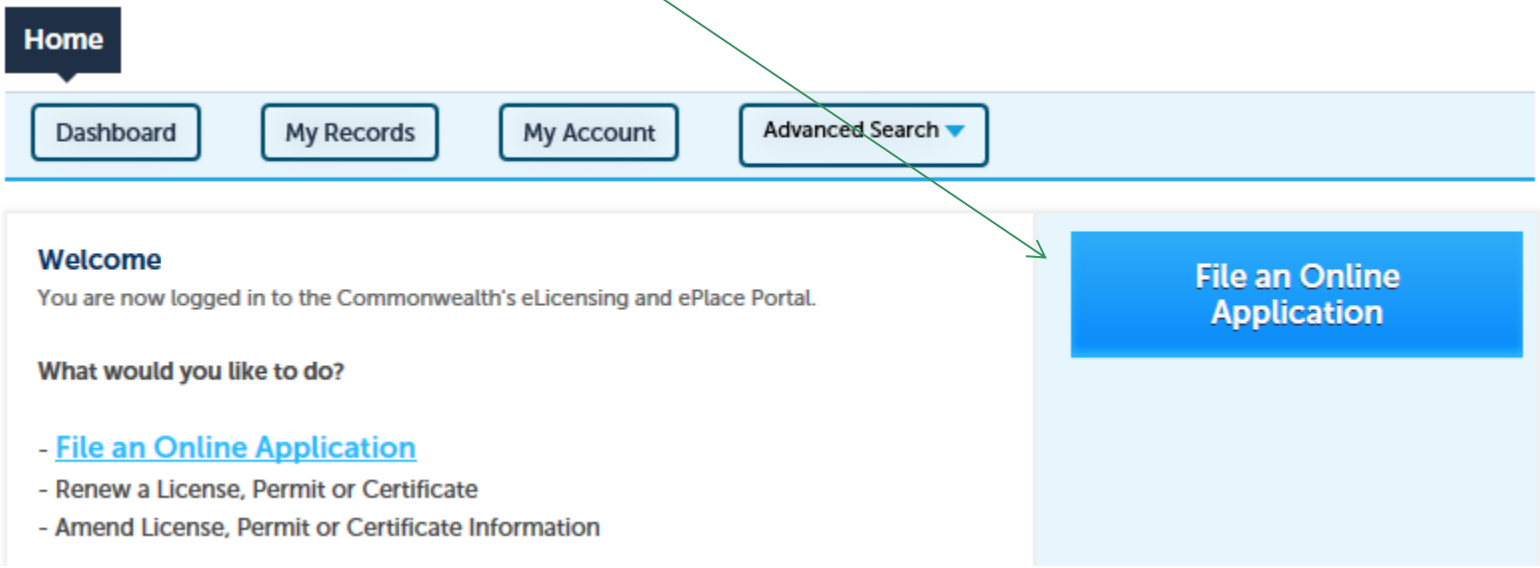
How to Apply

- Create or log into your account in eLicensing
- First time users click here
- Be sure to provide full name, address and contact information when setting up your account.



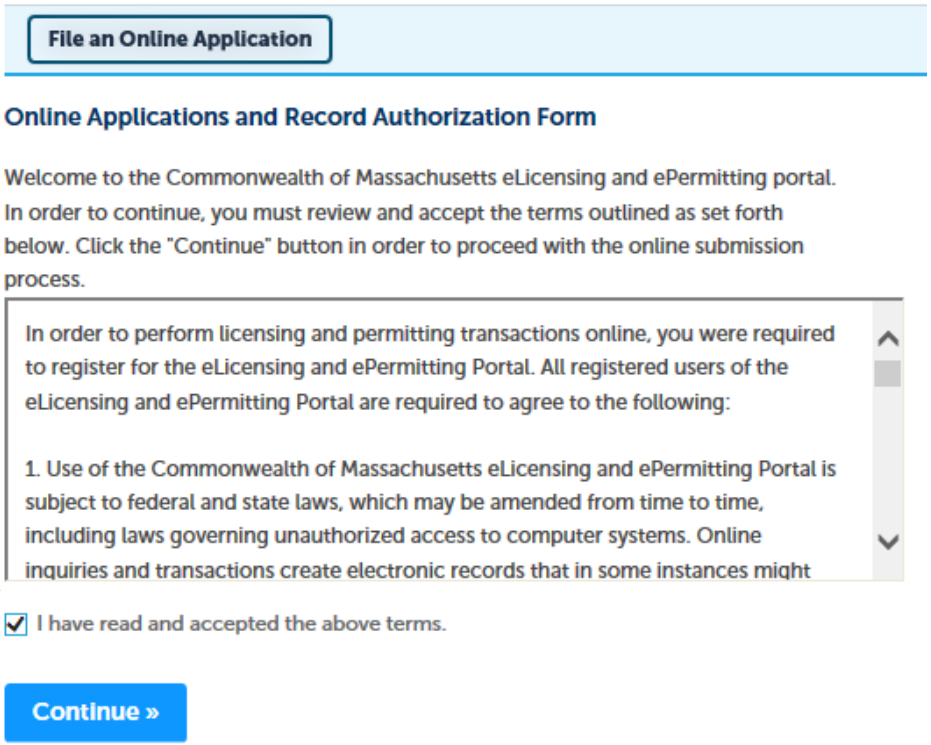
File an Online Application

- Click here to start



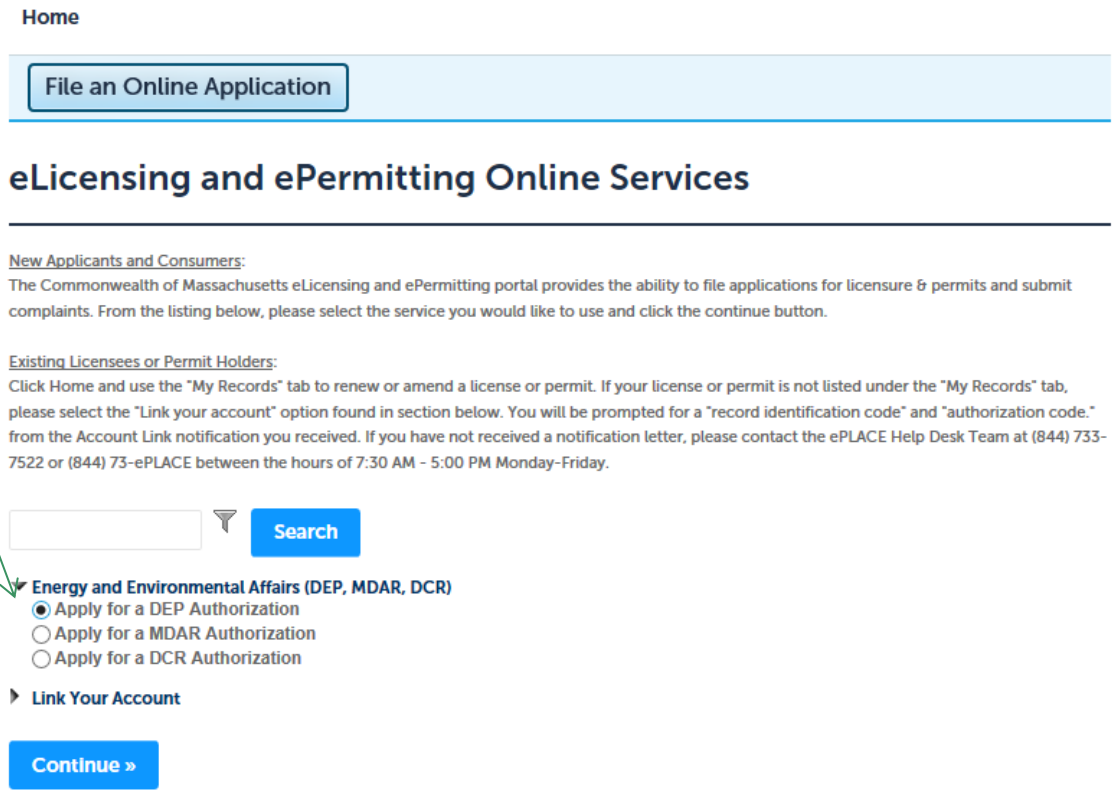
File an Online Application

- Read and accept the Terms and Conditions
- Click the checkbox and click “Continue”



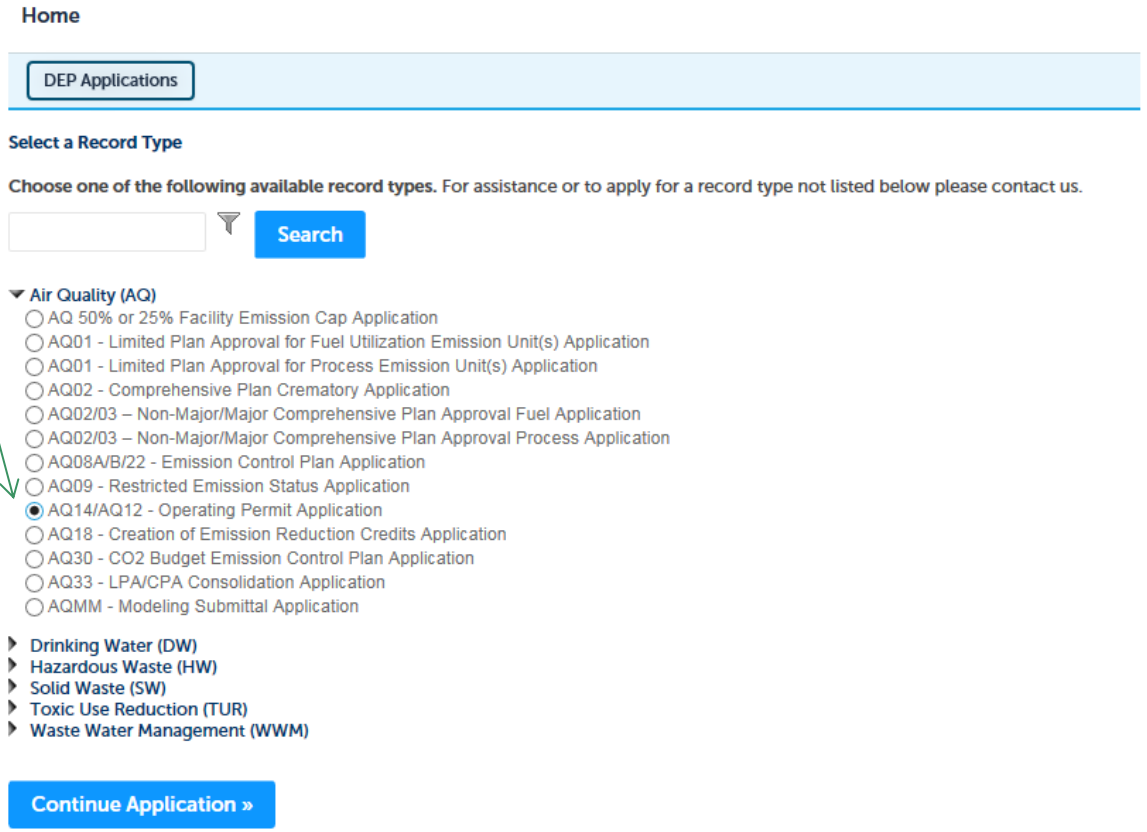
File an Online Application

- Click on “Energy and Environmental Affairs” and “Apply for a DEP Authorization”



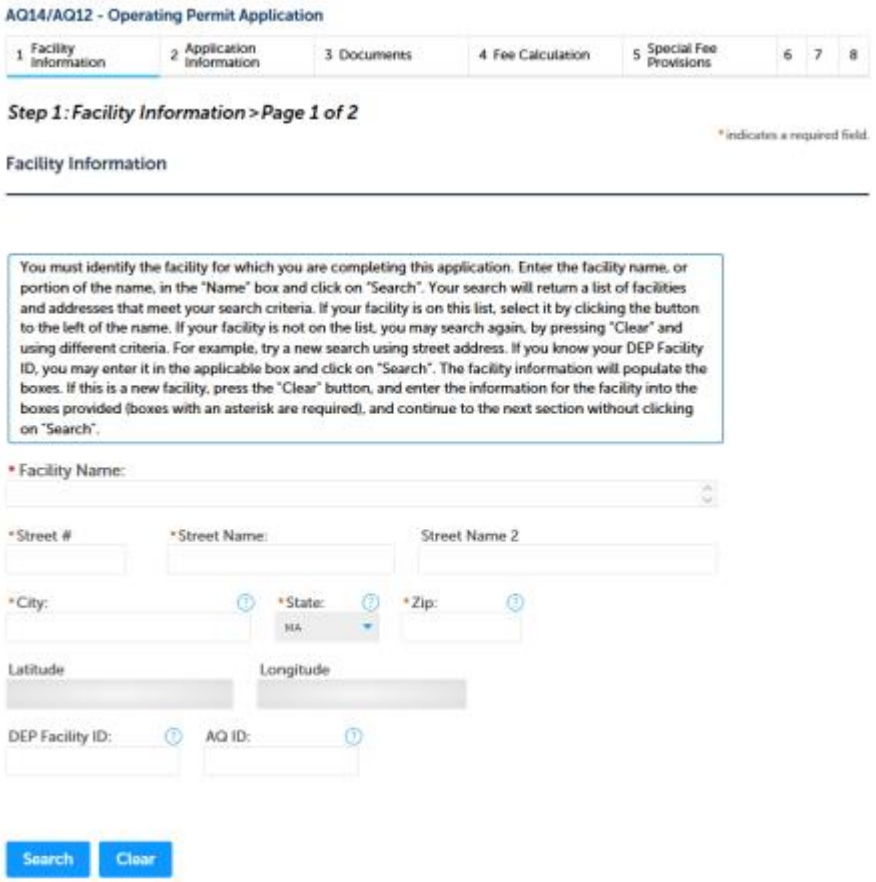
File an Online Application+`

- Select AQ14/12 Operating Permit Application and click “Continue Application”



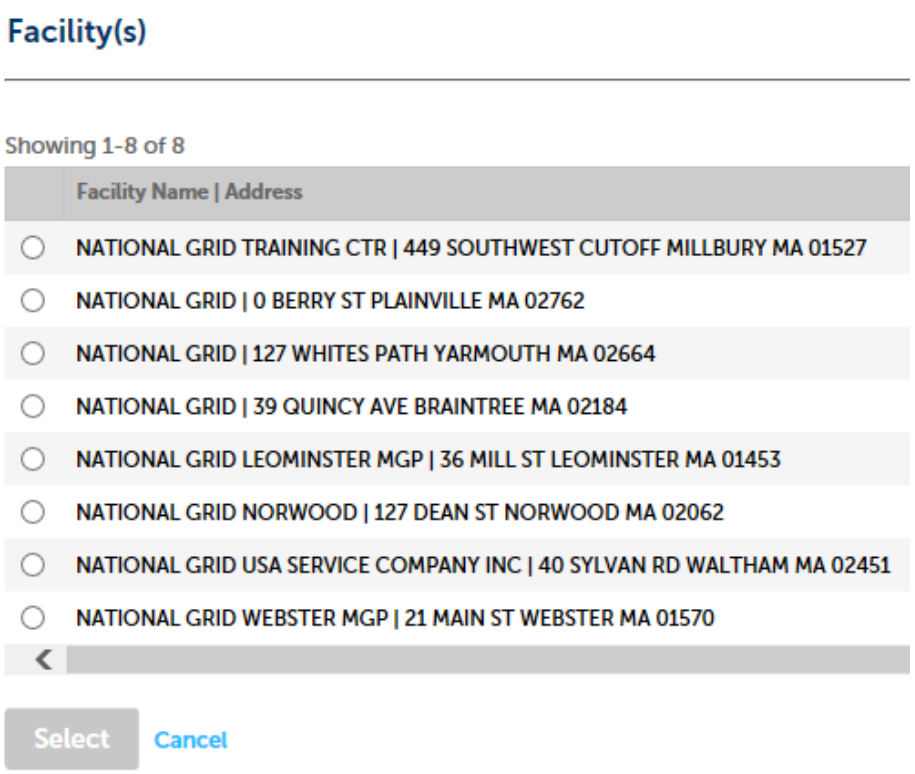
Facility Information

- Search for an existing facility by entering the name or address and click on “Search”.
- If not found, click on “Clear” and search different or fewer criteria
- If still not found, add as new by typing in the facility information as required (see red asterisk)



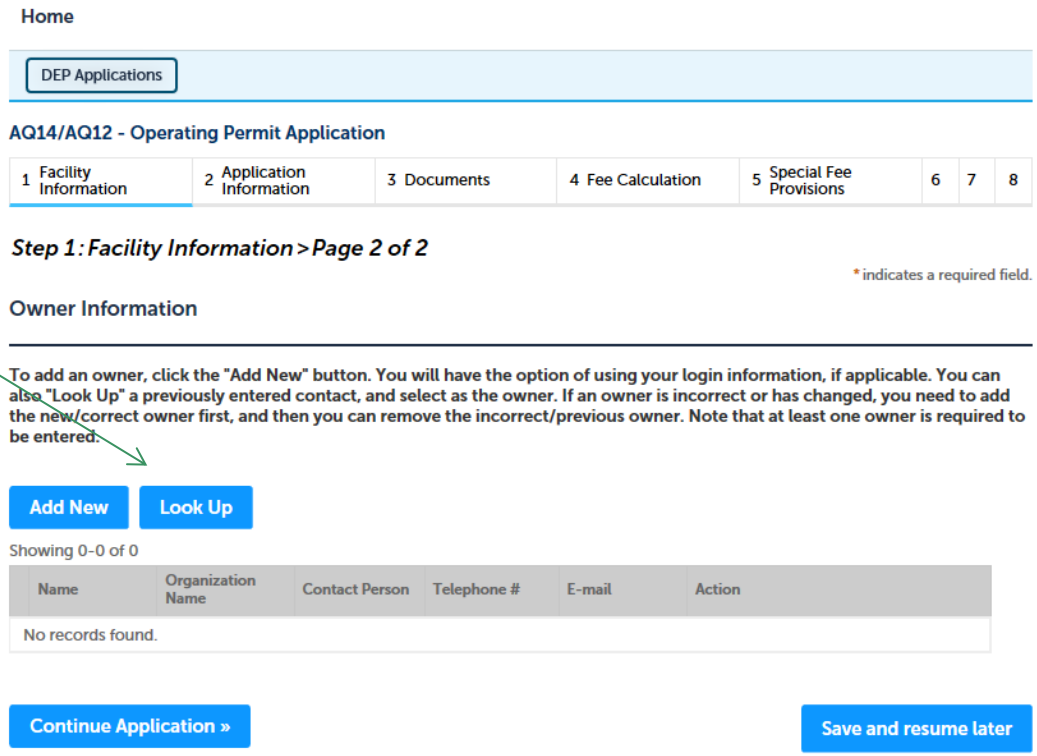
Facility Information

- Based on what you have searched for, a list will be returned with all possible matches.
- Click on the button to the right of the facility you are seeking and click “Select” or
- Click “Cancel and search again
- When you’ve added your facility information, click “Continue Application”



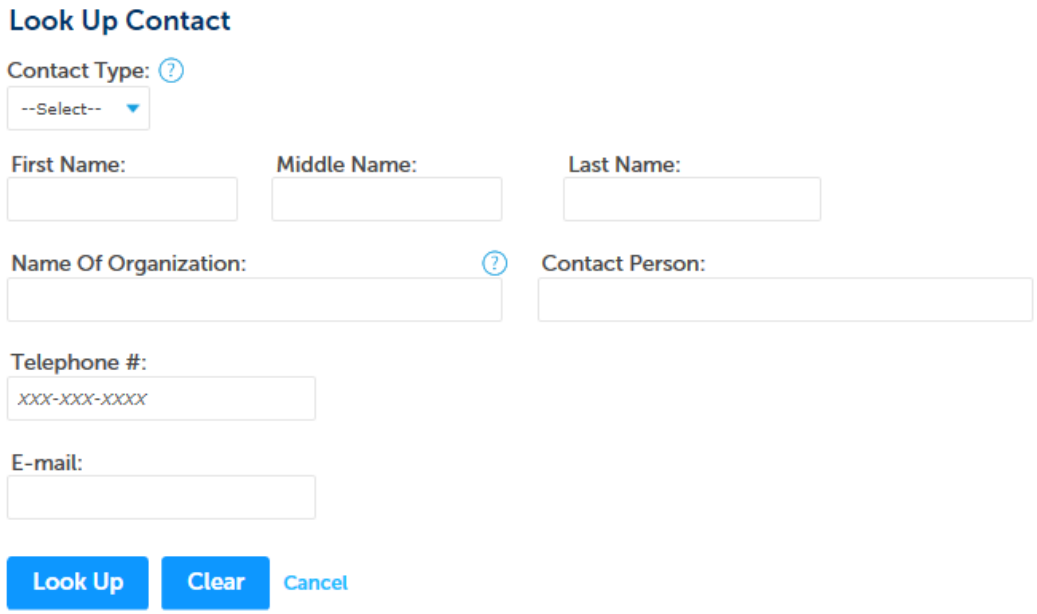
Facility Information

- Add owner Information
  - Click “Look Up” to find Facility Owners already registered with DEP
  - Click “Add New” if the facility owner is not already registered with DEP



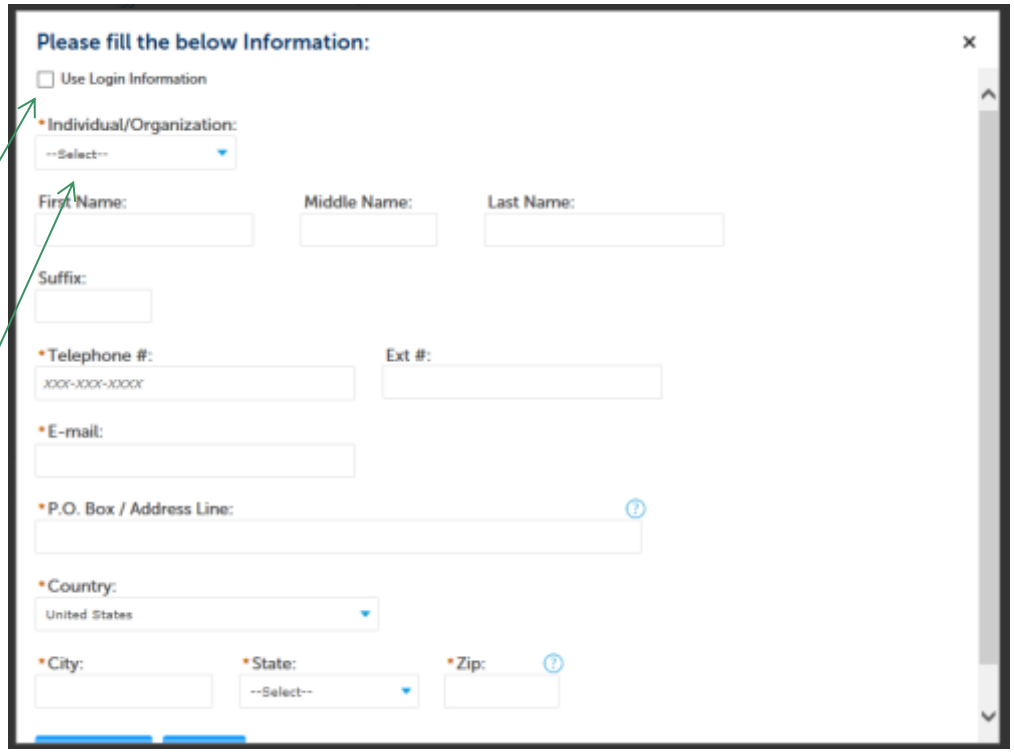
Facility Information: Owner Lookup

- If you chose to look up the owner:
  - Search for the owner by adding the name or other information then clicking “Look up”
  - If your owner does not come up, click “Clear” and try again



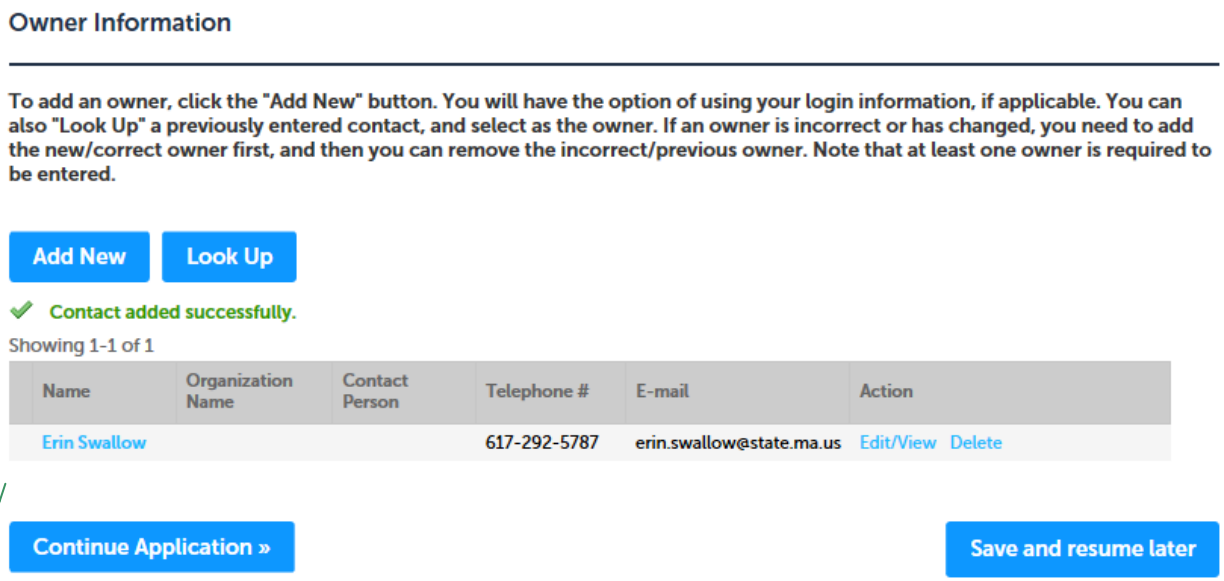
Facility Owner: Add Owner

- If you clicked “Add Owner”
  - If the owner information matches your login information, check the “Use Login Information” box
  - Indicate if the owner is an individual or an organization
  - Provide all information in the new window that opens
  - Click “Continue”



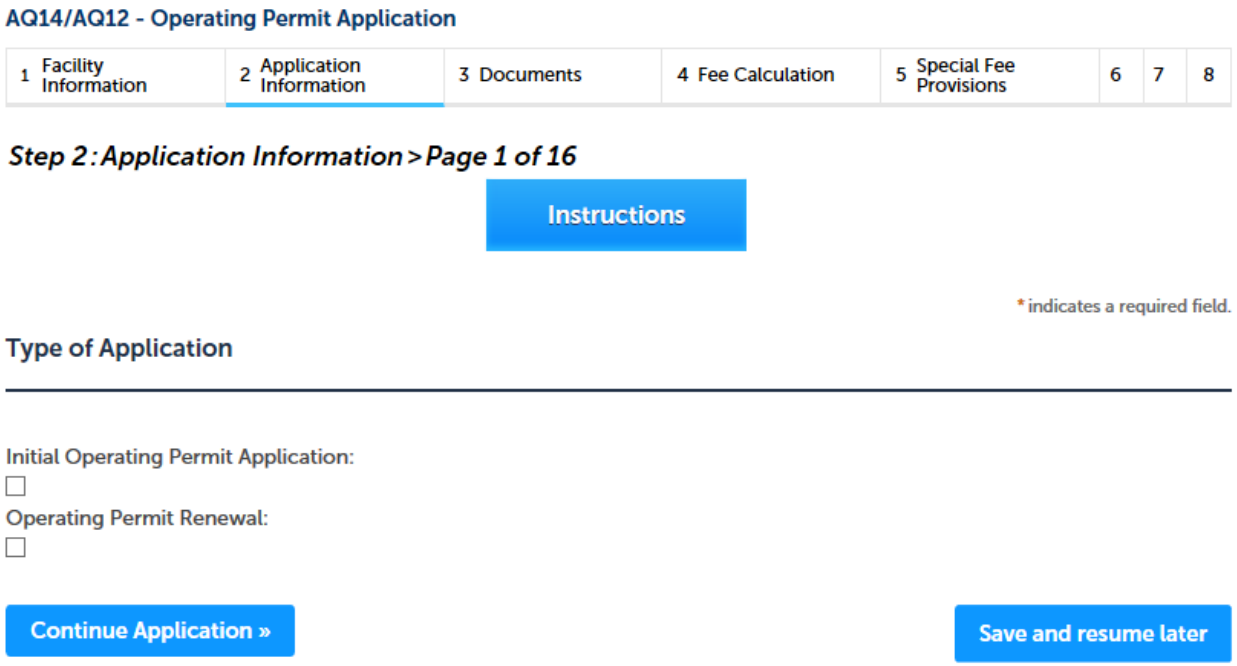
Owner Information

- You will see a message saying “Contact added successfully”
- Click “Continue Application”



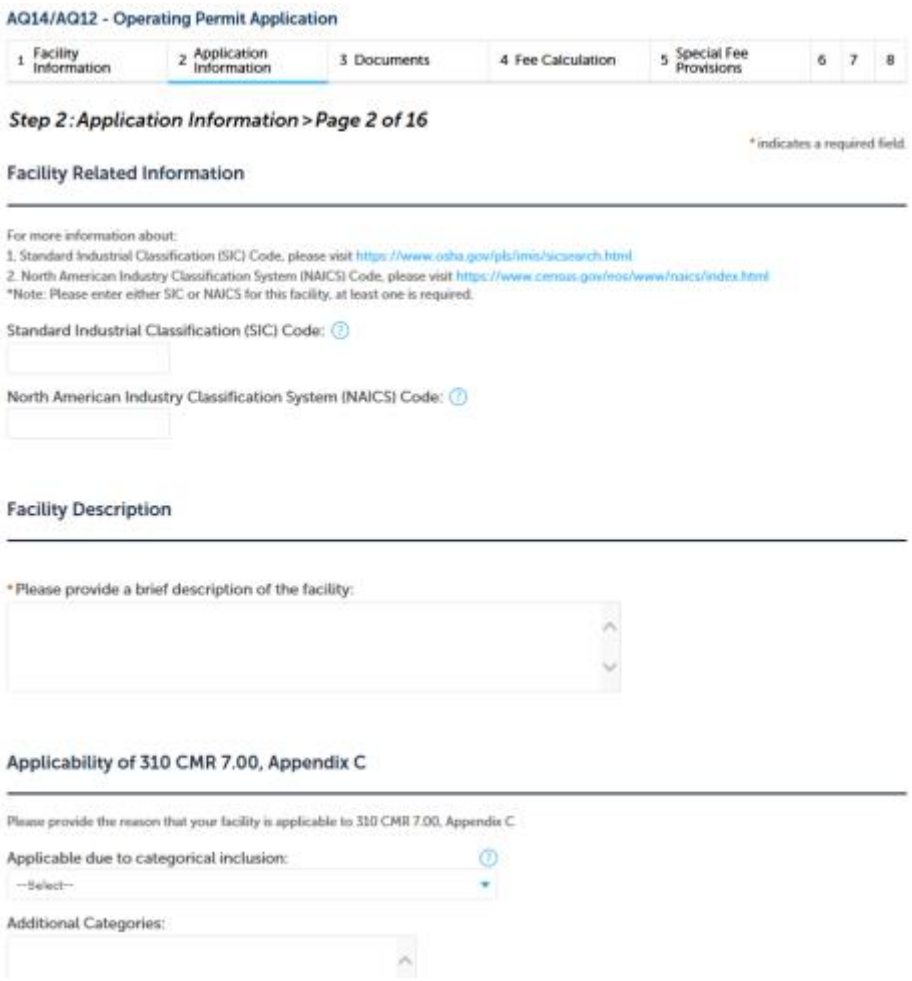
Operating Permit Application

- Indicate if this is an initial operating permit application or a permit renewal
- Click “Continue Application”



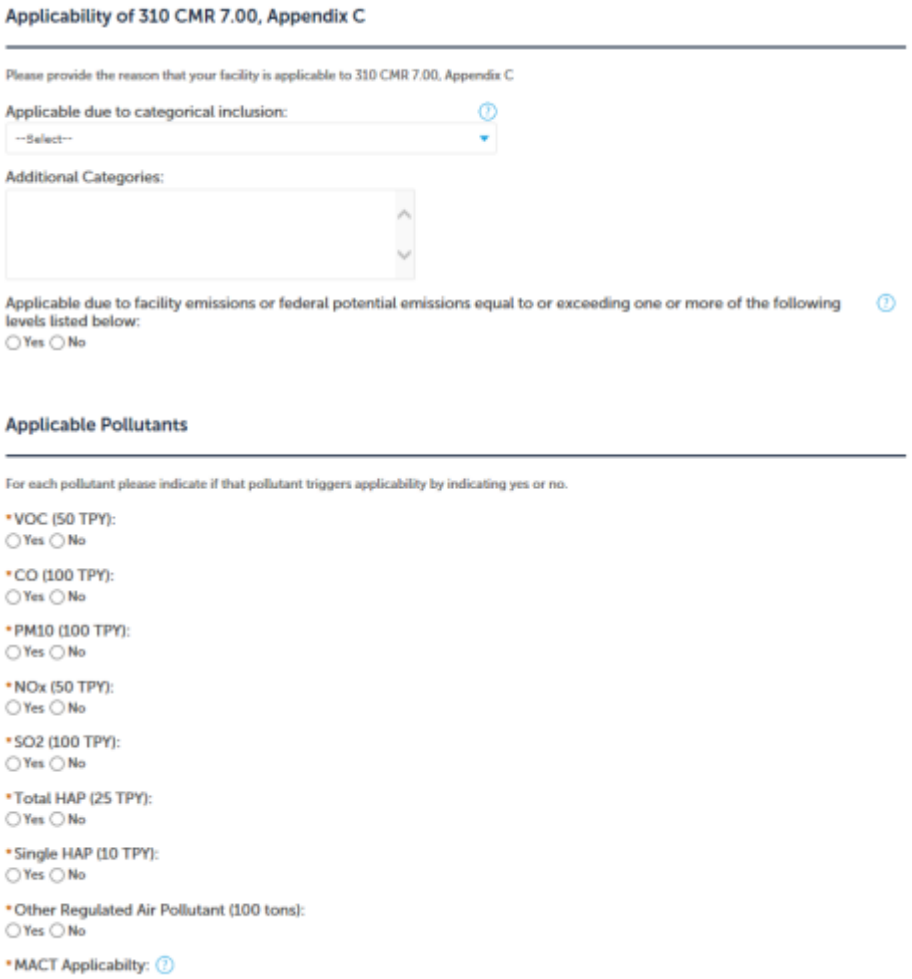
Facility Related Information

- Provide the Standard Industrial Classification (SIC) Code:
  - For more information about SIC codes, go to: https://www.osha.gov/pls/imis/sicsearch.html
- Provide the North American Industry Classification System (NAICS) Code:
  - For more information about NAICS codes, go to: https://www.census.gov/eos/www/naics/index.html
- Give a brief description of your facility
- Scroll down



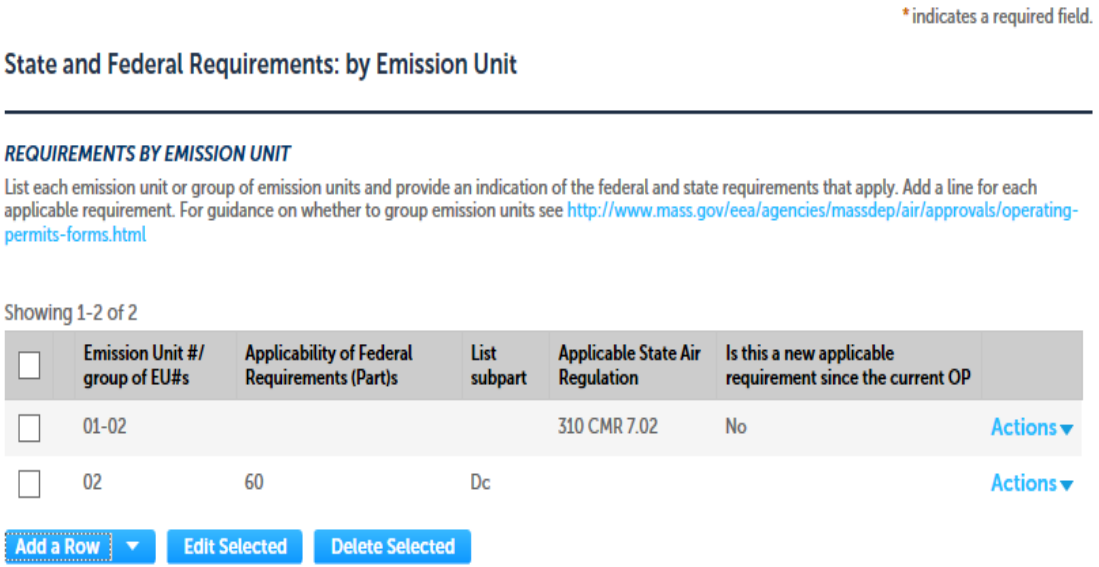
Facility Related Information

- In this section, identify the reasons why this facility is applicable to 310 CMR 7.00, Appendix C
  - Choose your categorical inclusion (including additional categories not listed)
- And/ Or
  - Indicate if the facility has emissions listed under “Applicable Pollutants” that exceed or equal the listed levels
- Click “Continue Application



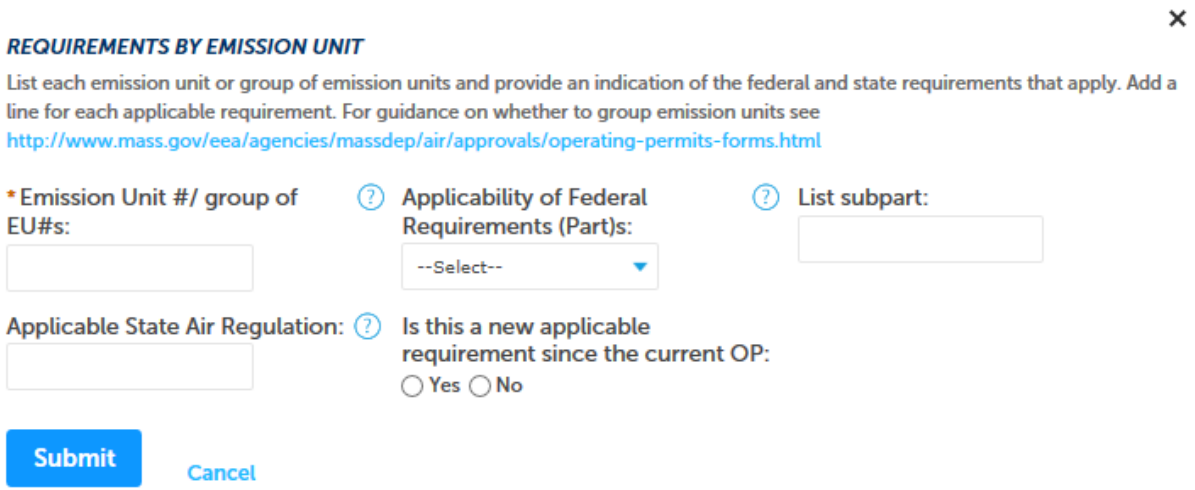
Applicable Requirements by Emission Unit

- Identify the applicable requirements by emission unit. Click “Add a Row” to start.
- This is a high level summary or of state or federal regulations applicable to each EU
- Permit requirements by emission unit will be added later



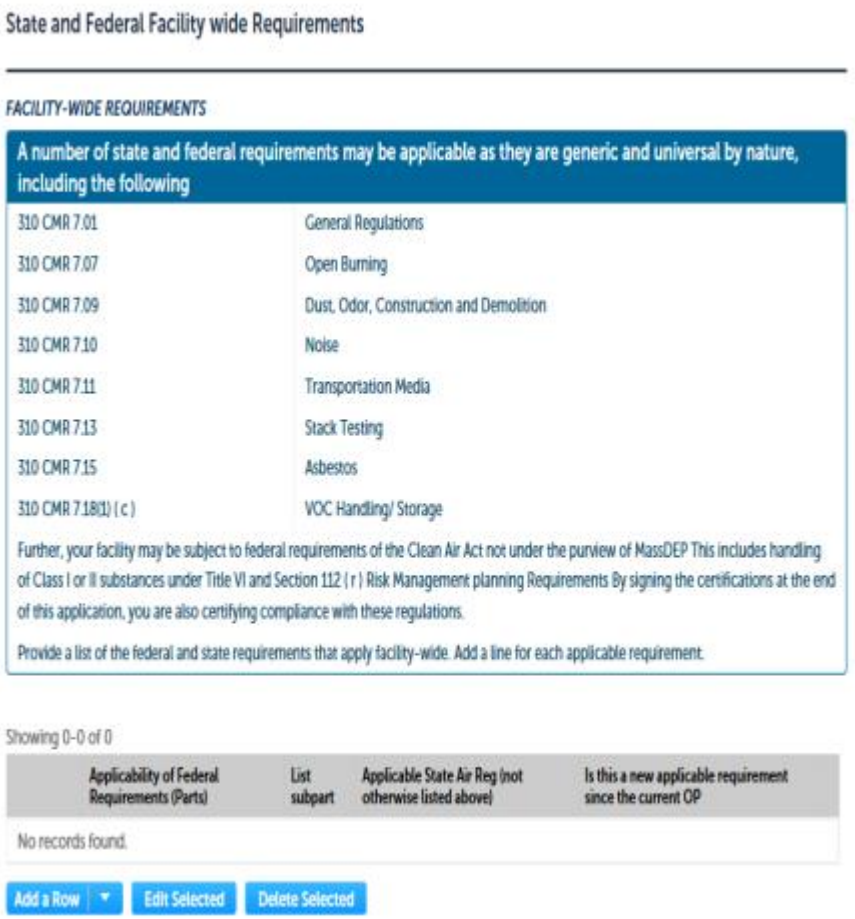
Adding Rows

- When you click “Add a Row”, a window opens
- Provide all applicable information
  - You must answer all questions indicated with a red asterisk in order to continue
  - You must provide all relevant answers to questions not marked with a red asterisk
- Click “Submit”
- You can also edit exiting rows in tables by selecting them and clicking “Edit Selected”



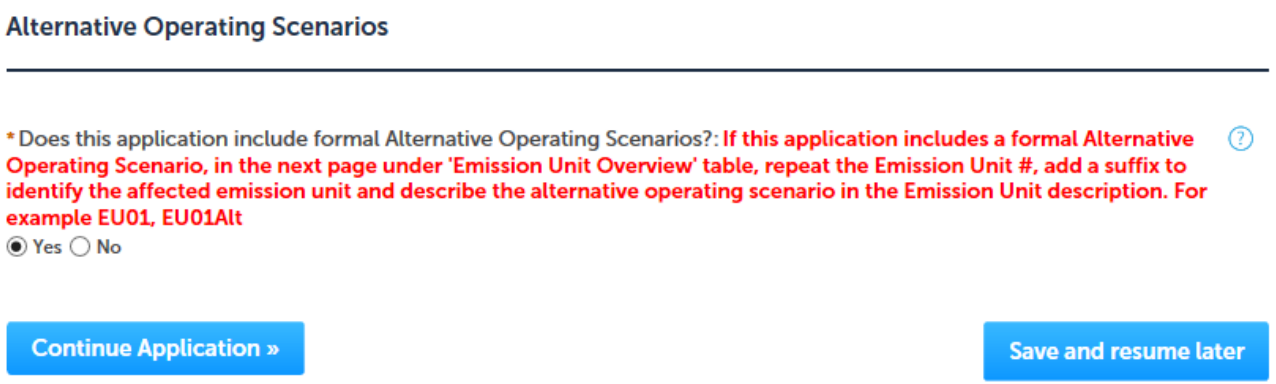
Applicable Facility-wide Requirements

- Do the same for facility-wide applicable requirements
- Click “Add a Row” to list each applicable state or federal requirement
  - Consider both the example list provided as well as any federal facility-wide requirements as may be applicable under the Clean Air Act



Alternative Operating Scenarios

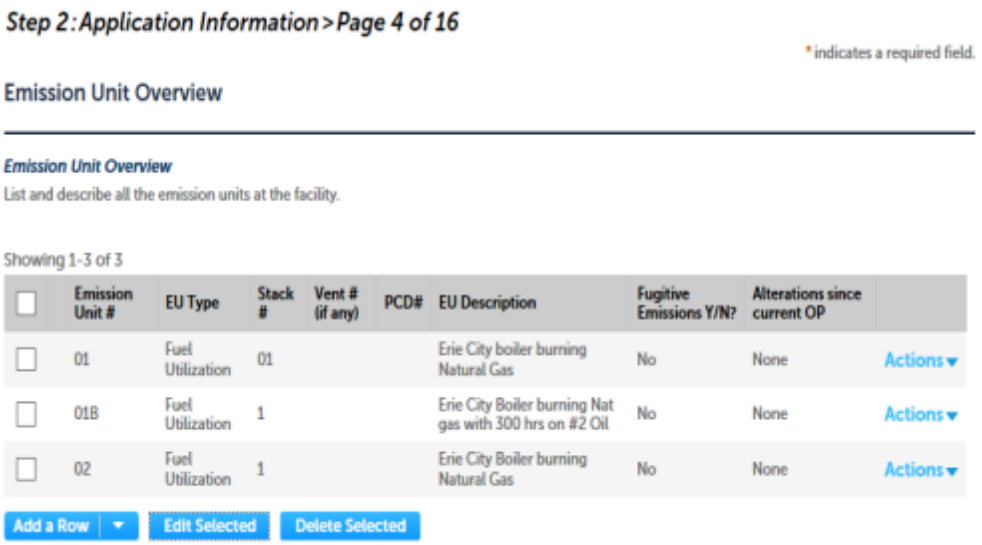
- If you plan to include alternative operating scenarios, click YES.
- NOTE- Follow the instruction below for including Alternative Operating Scenarios.
  - For example if EU#1 which normally operates on Gas and you wish an Alternative Operating Scenario to include some oil use, Label that scenario as EU#1B in the emission unit table and complete all application info for that emission unit as if it were a separate physical unit



Emission Unit Overview

What you enter in the Emission Unit Overview table will determine which application pages you will be presented.

- Click “Add a row” to the “Emission Unit Overview” to get started and list all subject emission units



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* indicates a required field.

Emission Unit Overview

Emission Unit Overview

List and describe all the emission units at the facility.

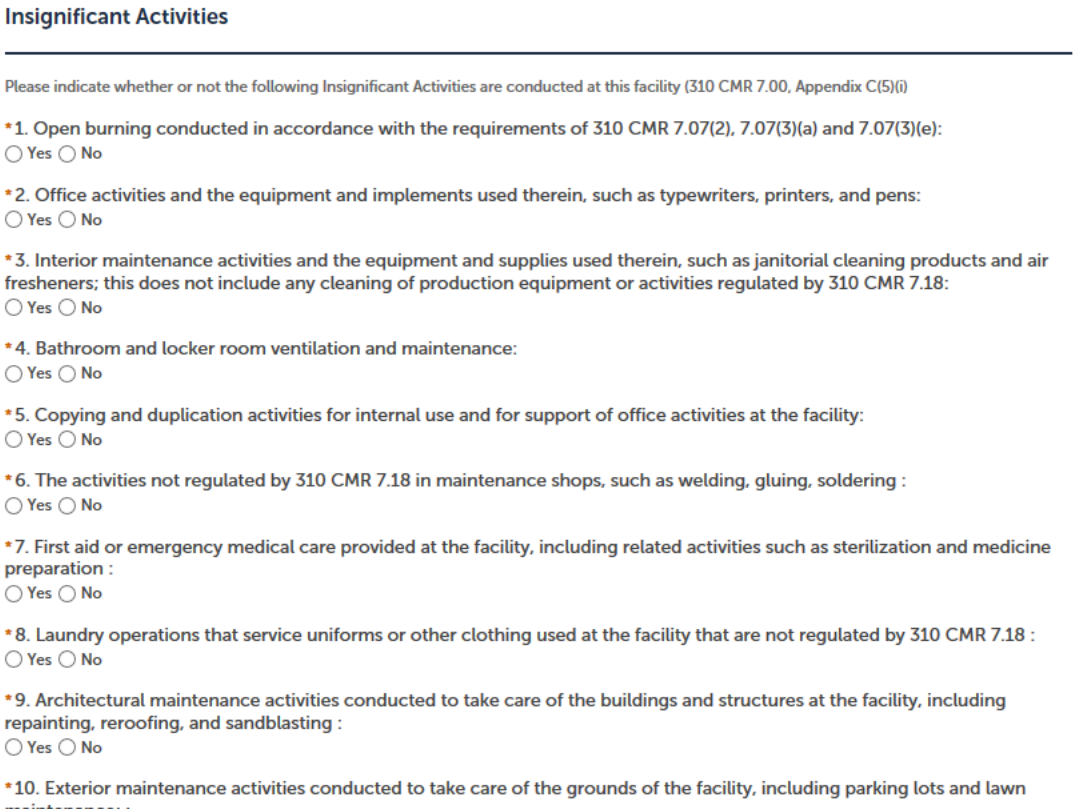
Showing 1-3 of 3

	Emission Unit #	EU Type	Stack #	Vent # (if any)	PCD#	EU Description	Fugitive Emissions Y/N?	Alterations since current OP	
☐	01	Fuel Utilization	01			Erie City boiler burning Natural Gas	No	None	Actions ▾
☐	01B	Fuel Utilization	1			Erie City Boiler burning Nat gas with 300 hrs on #2 Oil	No	None	Actions ▾
☐	02	Fuel Utilization	1			Erie City Boiler burning Natural Gas	No	None	Actions ▾

Add a Row ▾ | Edit Selected | Delete Selected

Insignificant Activities

- Answer Yes or No to indicate which insignificant activities are performed at the facility.



Insignificant Activities

Please indicate whether or not the following Insignificant Activities are conducted at this facility (310 CMR 7.00, Appendix C(5)(i)

*1. Open burning conducted in accordance with the requirements of 310 CMR 7.07(2), 7.07(3)(a) and 7.07(3)(e):
◯ Yes ◯ No

*2. Office activities and the equipment and implements used therein, such as typewriters, printers, and pens:
◯ Yes ◯ No

*3. Interior maintenance activities and the equipment and supplies used therein, such as janitorial cleaning products and air fresheners; this does not include any cleaning of production equipment or activities regulated by 310 CMR 7.18:
◯ Yes ◯ No

*4. Bathroom and locker room ventilation and maintenance:
◯ Yes ◯ No

*5. Copying and duplication activities for internal use and for support of office activities at the facility:
◯ Yes ◯ No

*6. The activities not regulated by 310 CMR 7.18 in maintenance shops, such as welding, gluing, soldering :
◯ Yes ◯ No

*7. First aid or emergency medical care provided at the facility, including related activities such as sterilization and medicine preparation :
◯ Yes ◯ No

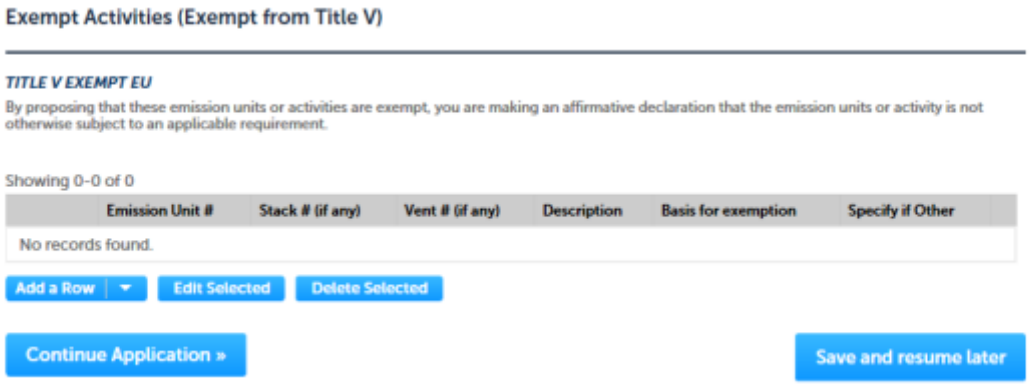
*8. Laundry operations that service uniforms or other clothing used at the facility that are not regulated by 310 CMR 7.18 :
◯ Yes ◯ No

*9. Architectural maintenance activities conducted to take care of the buildings and structures at the facility, including repainting, reroofing, and sandblasting :
◯ Yes ◯ No

*10. Exterior maintenance activities conducted to take care of the grounds of the facility, including parking lots and lawn

Activities that Are Exempt from Title V

- Finally, list all of the activities at the facility that are exempt from Title V. Click “Add a Row” to get started. You will need to pick the basis for exemption from a drop down list



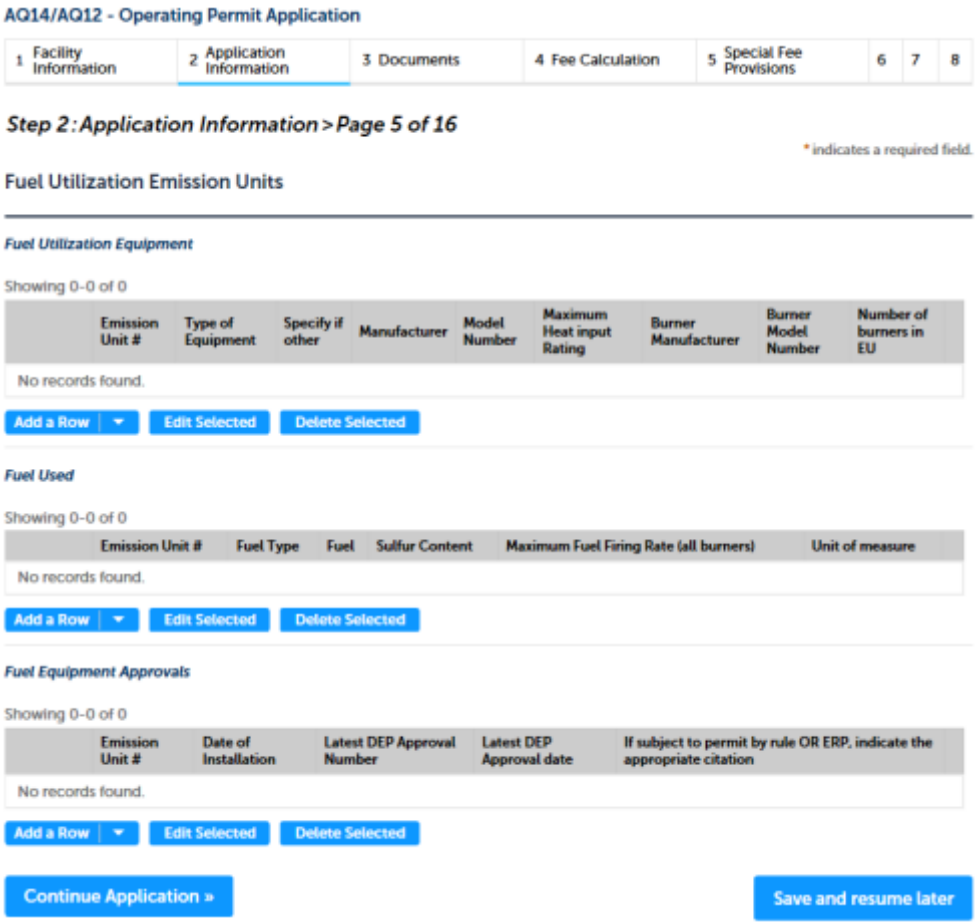
- By proposing that these emission units or activities are exempt, you are making an affirmative declaration that the emission units or activity is not otherwise subject to an applicable state or federal requirement.

Equipment Detail Tables

- The next pages of the application will include pages to provide details for specific equipment types. The number of pages shown will be based on selection made in the Equipment overview table.
- There is a page for each of the following equipment types:
  - Fuel Utilization
  - Process
  - Storage
  - Incineration,
  - Miscellaneous
- Each page asks for the following:
  - Description of the specific equipment or activity (make/ model/ max capacity)
  - Material or Fuel used
  - Date of Installation and DEP Approvals for each piece of equipment

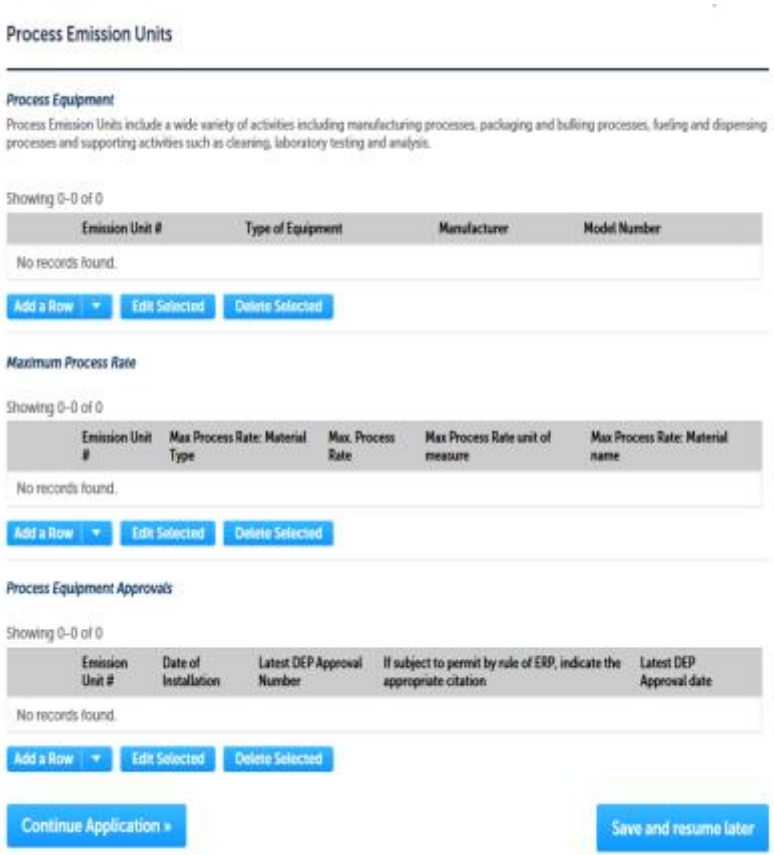
Fuel Utilization Emission Units

- Click “Add a row” to start each table for each emission unit in each table
  - Fuel Utilization Equipment
  - Fuel Used
  - Fuel Equipment Approvals
- When all tables are complete, click “Continue Application”



Process Emission Units

- Click “Add a row” to start each table for each emission unit in each table:
  - Process Equipment
  - Maximum Process Rate
  - Process Equipment Approvals
- When all tables are complete, click “Continue Application

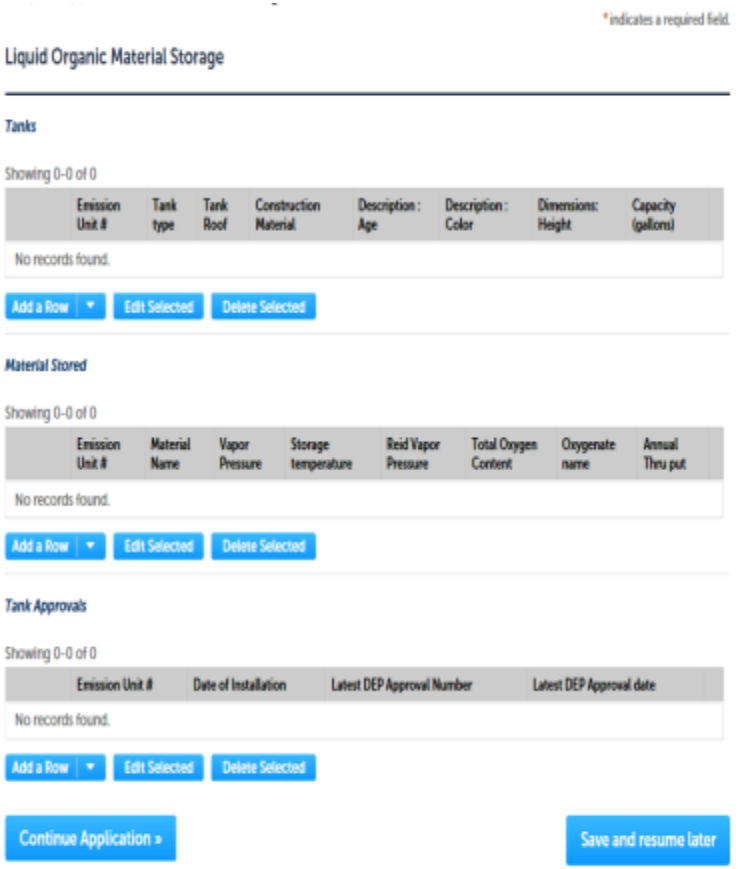


Incinerator Equipment

- Click “Add a row” to start each table for each emission unit in each table:
  - Incinerator Equipment
  - Incinerator Equipment Detail
  - Incinerator Burner Details
  - Incinerator Approvals
- When all tables are complete, click “Continue Application

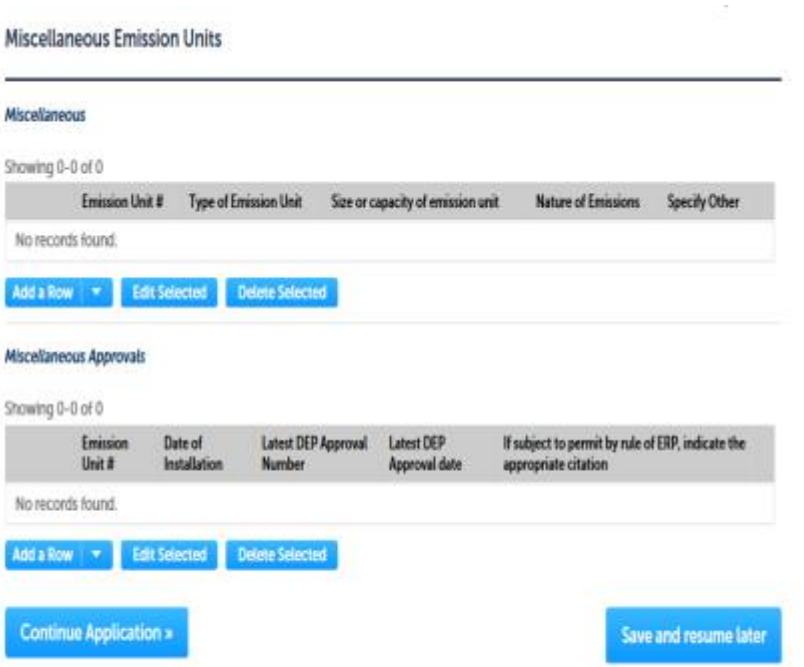
Liquid Organic Material Storage

- Click “Add a row” to start each table for each emission unit in each table:
  - Tanks
  - Material Stored
  - Tank Approvals
- When all tables are complete, click “Continue Application



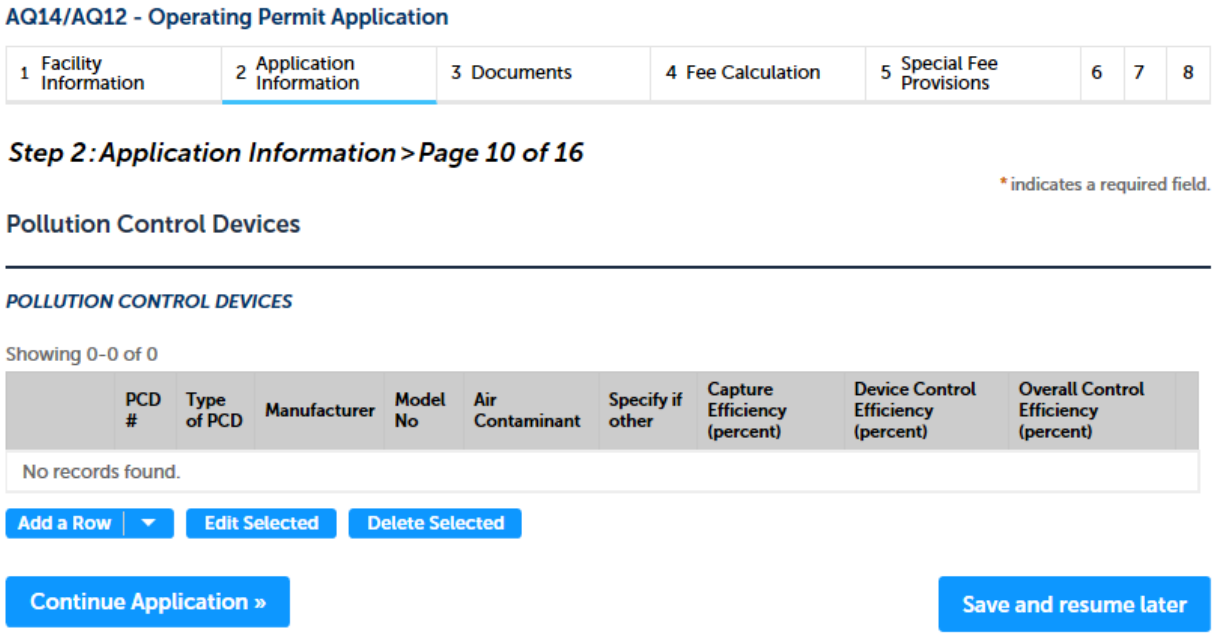
Miscellaneous Emission Units

- Misc. Emission Units include such things as landfills.
- Click “Add a row” to start each table for each emission unit in each table
  - Misc. EU/Activity Description
  - Misc. Approvals
- When all tables are complete, click “Continue Application”



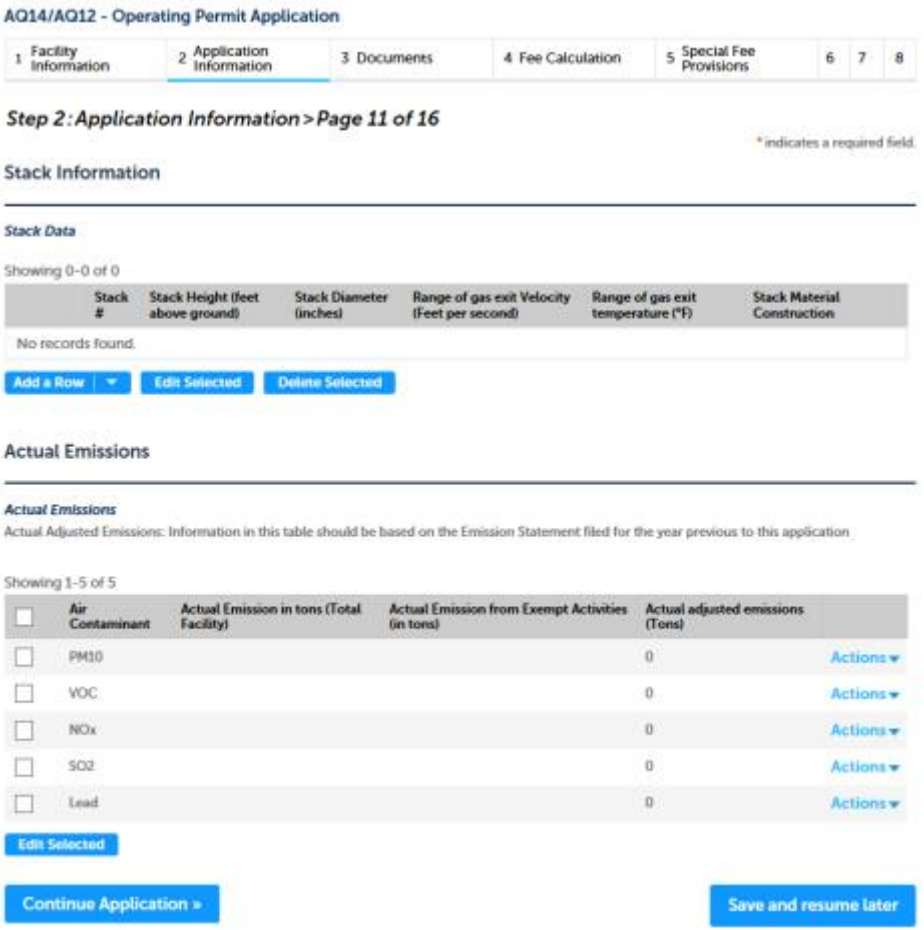
Pollution Control Devices (PCD)

- Click on “Add a Row” to the PCD equipment table to describe each piece pollution control equipment
- Click “Continue Application” when the table is complete.



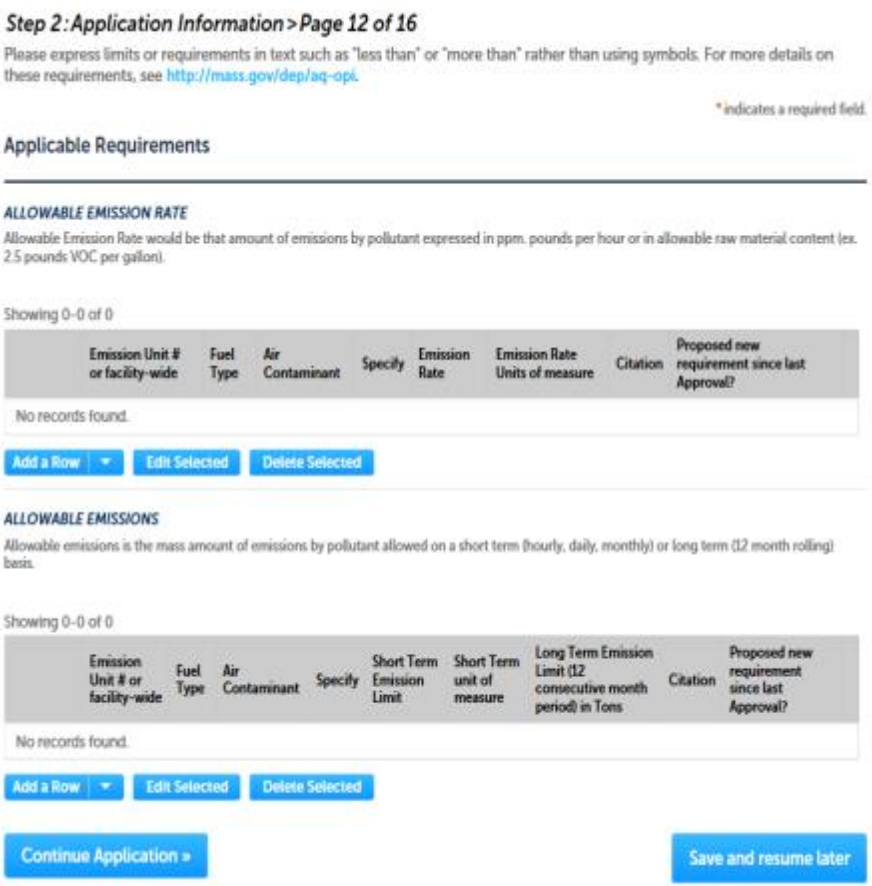
Stack Information

- Click “Add a row” to start the table where you will describe each stack at your facility
- Add a separate row for each stack
- Click “Continue Application” when the table is complete



Allowable Emission Rate and Emission

- On this page, you will list all of the specific allowable emission rate and short and long term emissions by pollutant for each emission unit.
- The allowable emission rate is defined in regulations or previous plan approval.
- If a pollutant from any emission unit is not limited by permit or regulation, input the maximum potential emission rate and emissions.
- Click “Continue Application” when both tables are complete



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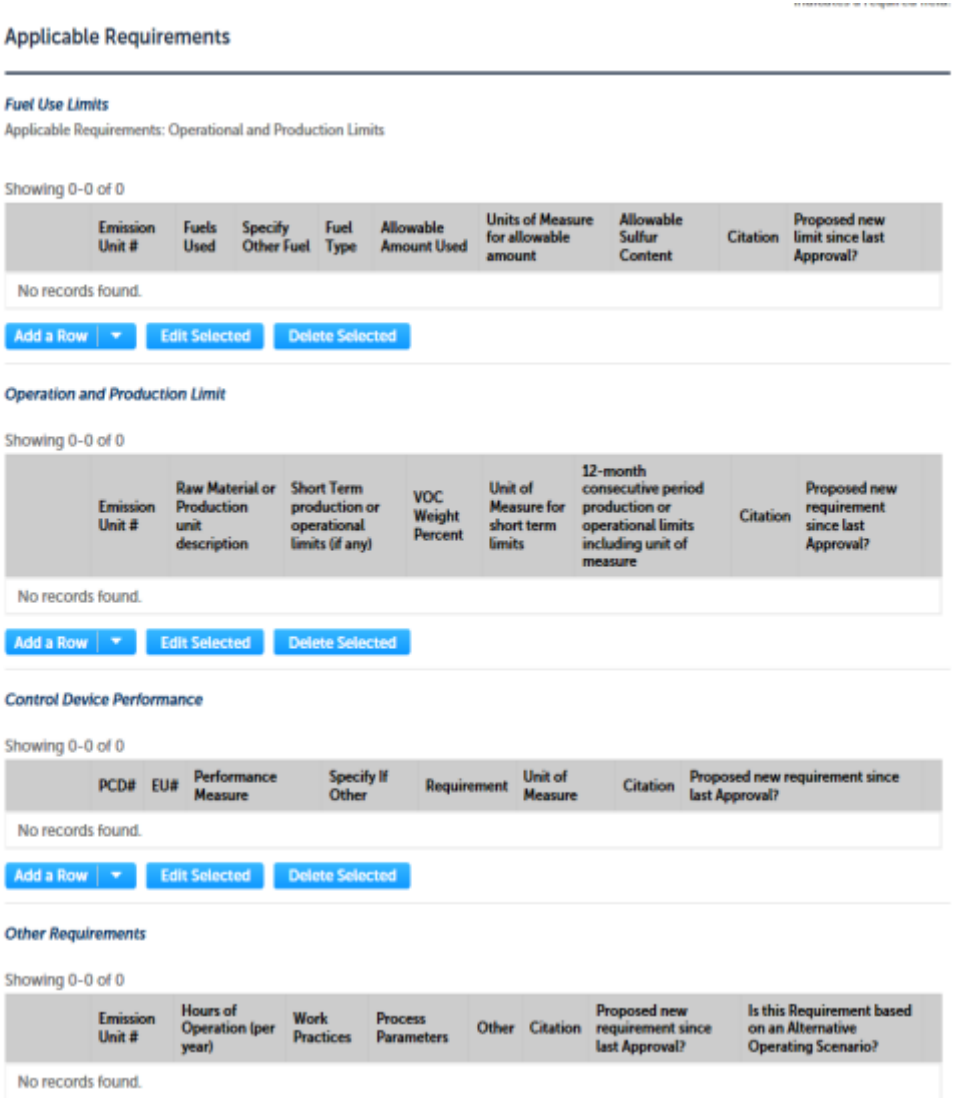
Applicable Requirements

- On this page, you will list all of the specific applicable requirements each emission unit.
- Applicable Requirements are defined in state or federal regulations or previous plan approval(s).
- Applicable Requirements could include (but are not limited to) limits on fuel use, raw material or work practices.
- Applicable requirements for Recordkeeping, Testing Monitoring and Reporting will be detailed in the next pages.



Applicable Requirements

Fuel Use Limits

Applicable Requirements: Operational and Production Limits

Showing 0-0 of 0

	Emission Unit #	Fuels Used	Specify Other Fuel	Fuel Type	Allowable Amount Used	Units of Measure for allowable amount	Allowable Sulfur Content	Citation	Proposed new limit since last Approval?
No records found.									

Add a Row | Edit Selected | Delete Selected

Operation and Production Limit

Showing 0-0 of 0

	Emission Unit #	Raw Material or Production unit description	Short Term production or operational limits (if any)	VOC Weight Percent	Unit of Measure for short term limits	12-month consecutive period production or operational limits including unit of measure	Citation	Proposed new requirement since last Approval?
No records found.								

Add a Row | Edit Selected | Delete Selected

Control Device Performance

Showing 0-0 of 0

	PCD#	EU#	Performance Measure	Specify If Other	Requirement	Unit of Measure	Citation	Proposed new requirement since last Approval?
No records found.								

Add a Row | Edit Selected | Delete Selected

Other Requirements

Showing 0-0 of 0

	Emission Unit #	Hours of Operation (per year)	Work Practices	Process Parameters	Other	Citation	Proposed new requirement since last Approval?	Is this Requirement based on an Alternative Operating Scenario?
No records found.								

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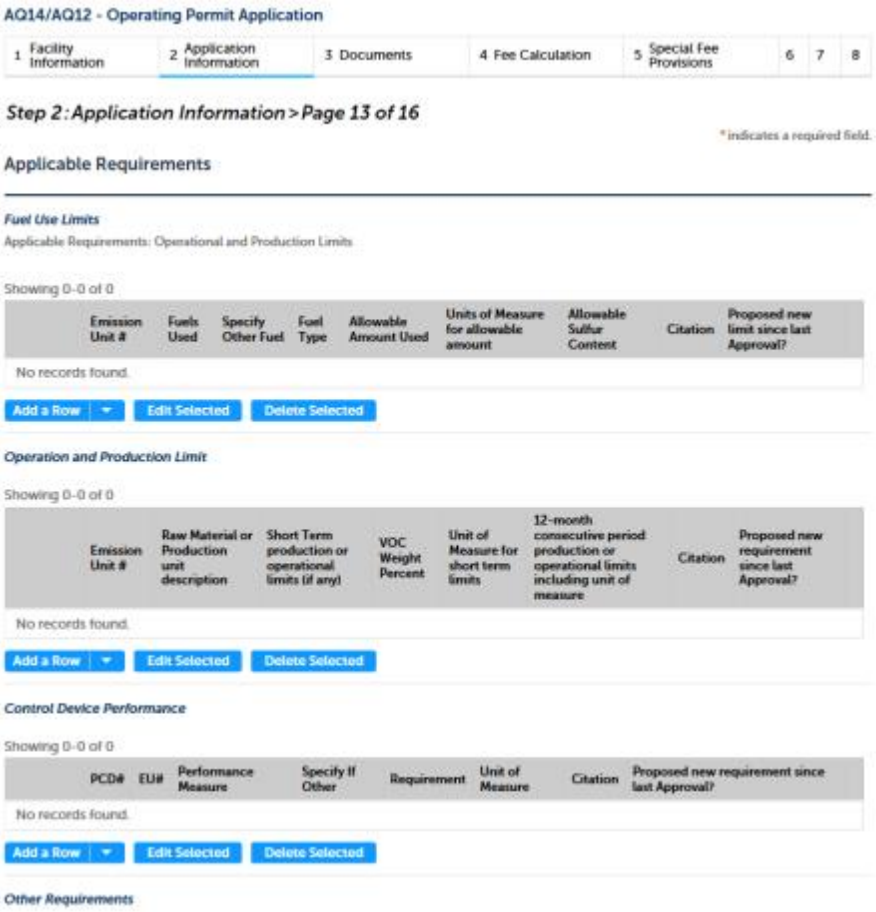
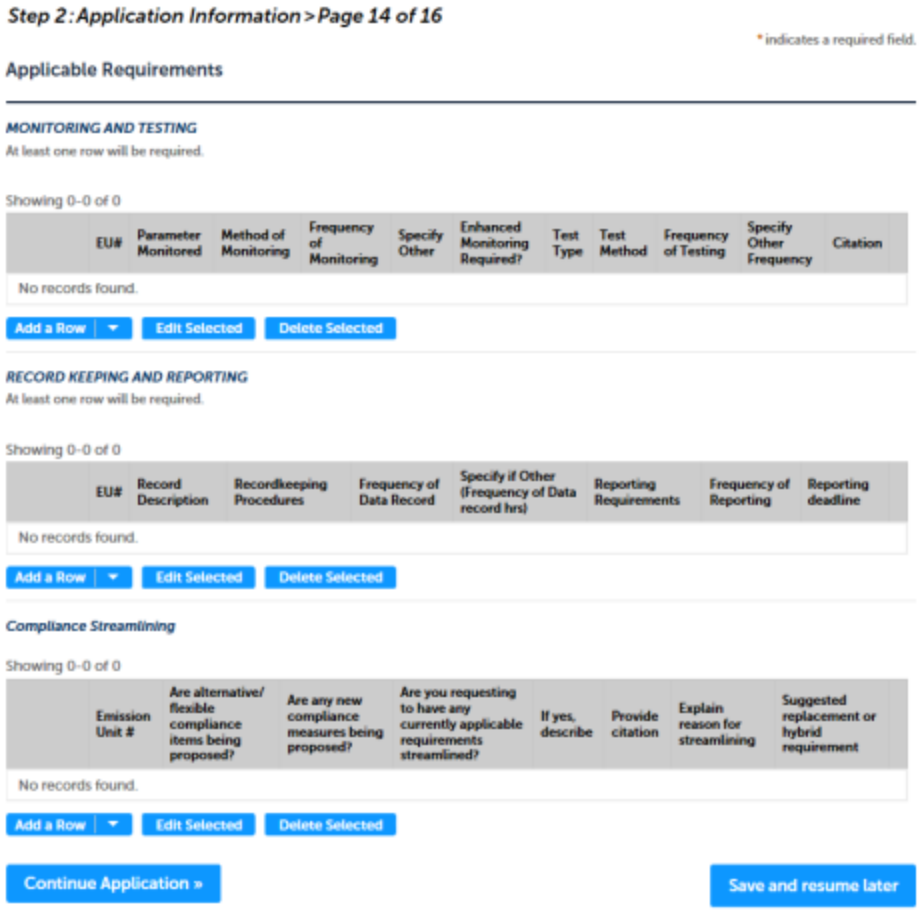
Applicable Requirements

- Add and edit rows for each table to provide complete information about:
  - Fuel use limits
  - Operation and Production Limits
  - Control Device Performances
  - Other requirements
- Click “Continue Application” when the tables are complete



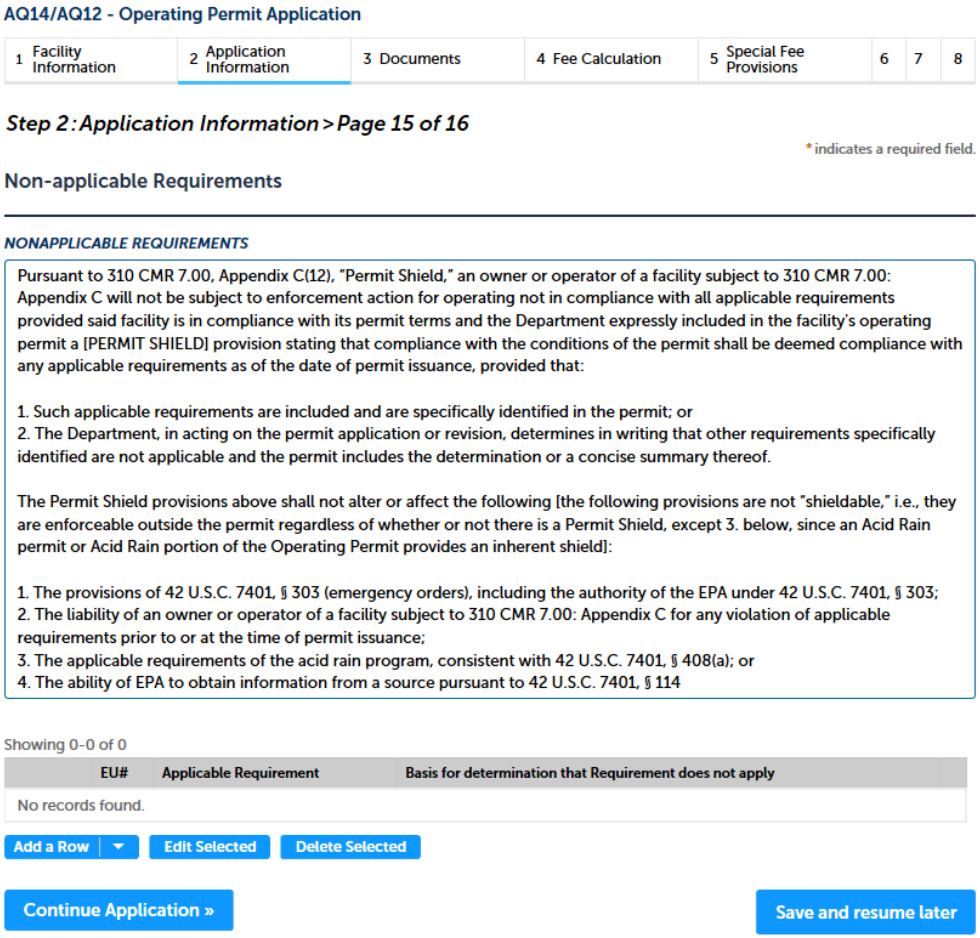
Applicable Requirements (continued)

- On this page detail the applicable requirements for Recordkeeping, Testing, Monitoring and Reporting
- You can also propose to streamline compliance monitoring. If you are not proposing any streamlining please enter one line with “NO” to the three questions provided.
- Add and Edit rows to each table to provide complete information in each table
- Click “Continue Application” once the tables are complete



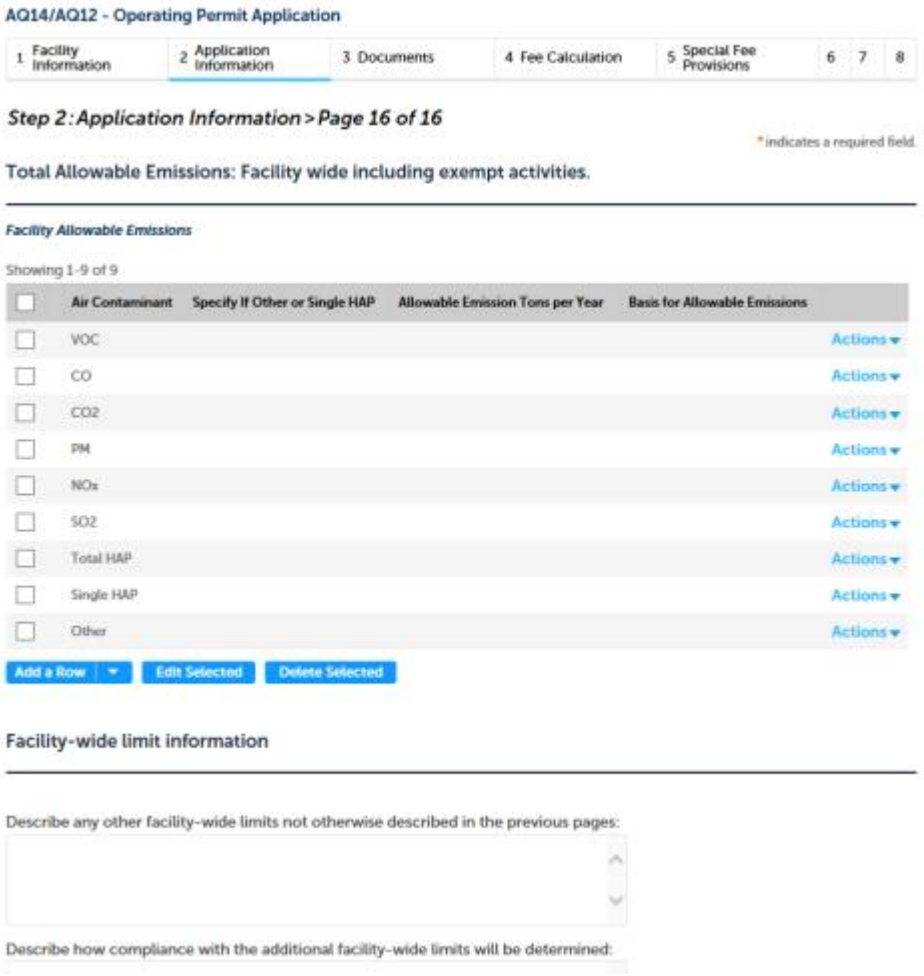
Non-applicable Requirements

- You must identify non-applicable requirements for purpose of the “Permit Shield”.
- Add rows to identify all applicable requirements that you have determined do not apply and provide a reason that they do not apply.
- Click “Continue Application” when the table is complete.



Total Allowable Emissions

- Provide information for each Facility Allowable Emission
  - Select each air contaminant and click “Edit Selected”
    - Identify if the allowable is based on an existing applicable requirement, calculated potential to emit or is proposed
  - Add rows for additional pollutants if necessary (Other)
  - If there is no enforceable permit or regulatory limit on a specific pollutant, enter the total potential emissions



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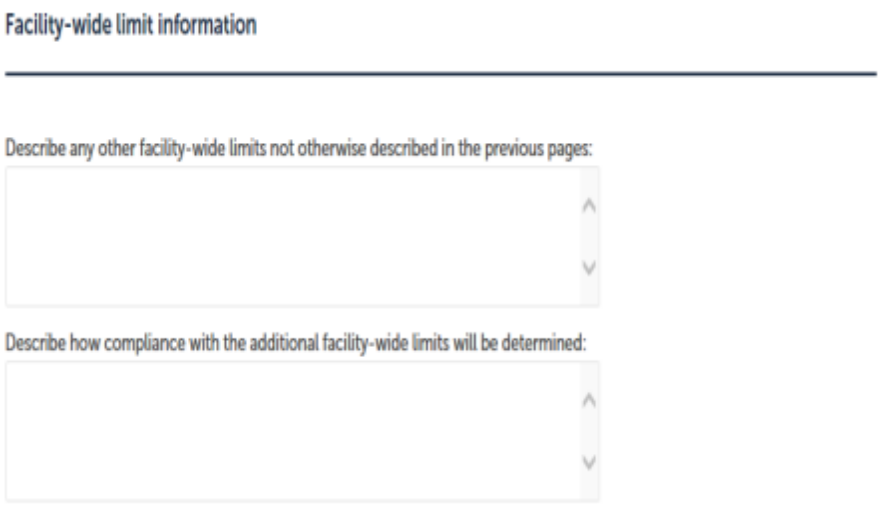
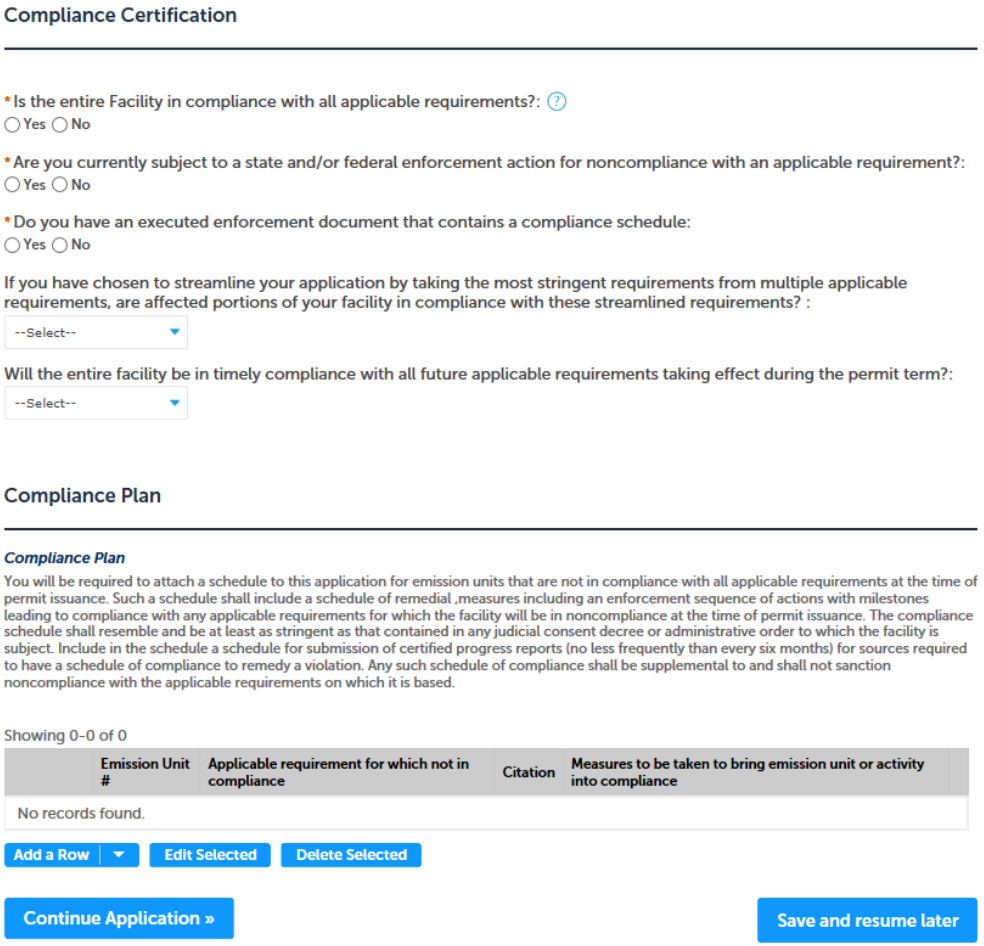
Other Facility-Wide Limits

- Describe any other facility wide emission limits not otherwise included in the previous pages of the application
- This is a free text field of up to 4000 characters including spaces
- Also describe how compliance with this limit will be determined



Compliance Certification and Plan

- Answer the questions regarding the compliance status of the facility.
- In the next table “Add a row” for each emission unit that needs to be brought back into compliance
  - You will need to attach a compliance schedule to your application
- You can leave this table blank of there are no compliance issues at the facility.
- Click “Continue Application”



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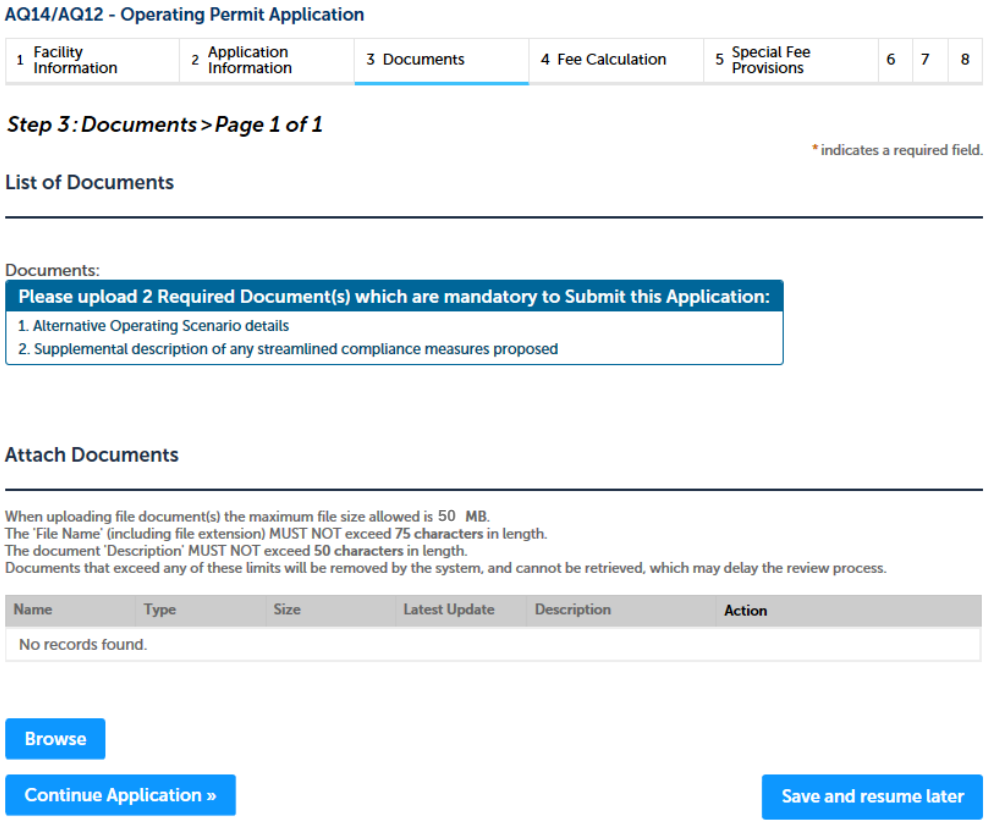
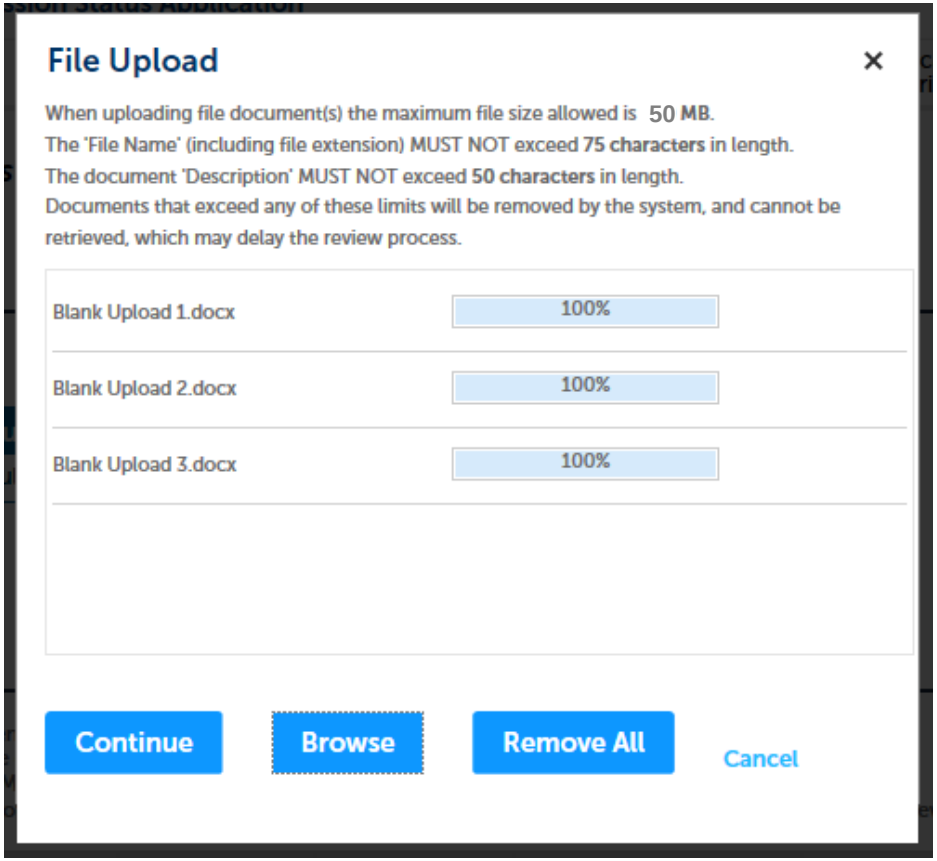
Attach Documents

- Upload all required documents for your application
  - The required documents will be listed on the application
- To begin attaching documents, click “Browse”



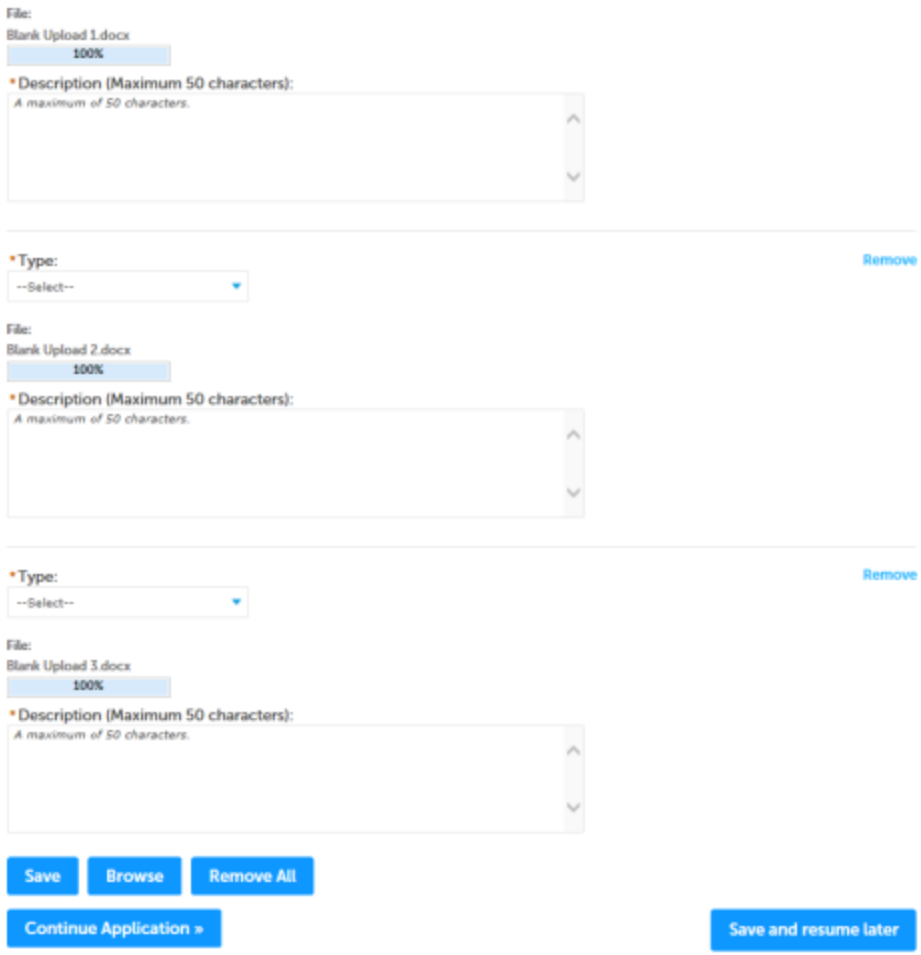
Attach Documents

- A “File Upload” window opens
- Click “Browse”
- Choose the file(s) you want to attach
- When all files reach 100%, click “Continue”



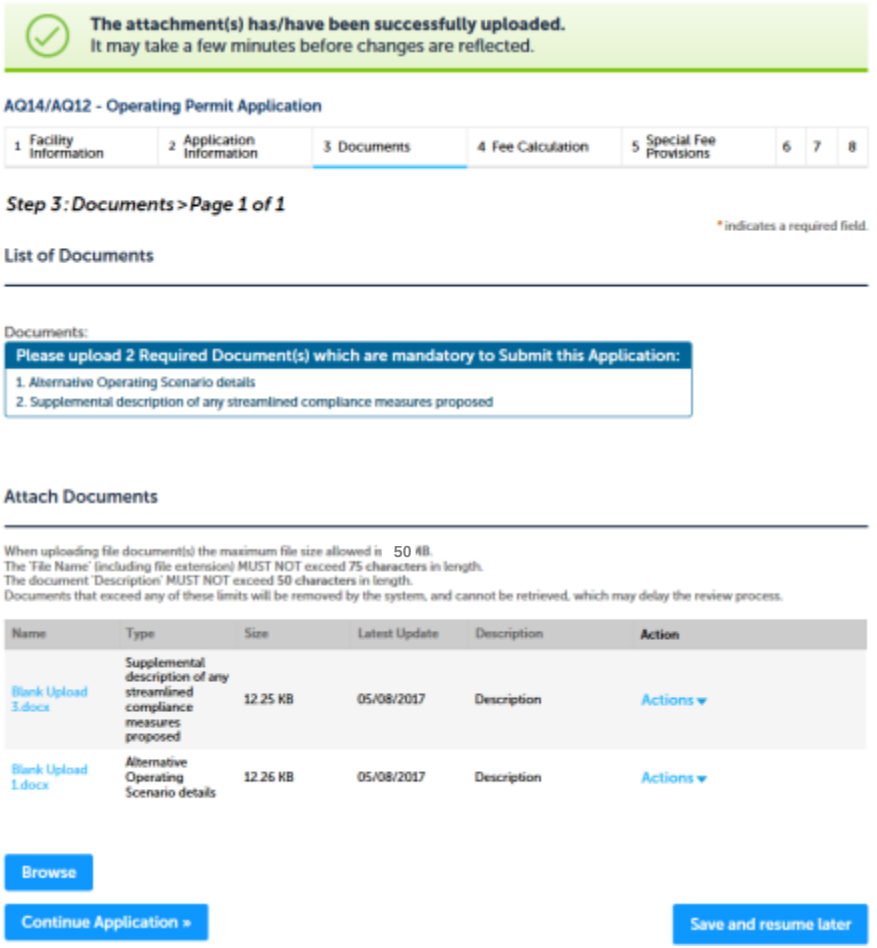
Attach Documents

- Provide a description of each document that you uploaded
- Click “Browse” to add more documents
- When all documents are uploaded and described, click “Save”
- Click “Continue Application”



Attach Documents

- You should see a message that you have successfully attached documents
- Review the list of attached documents
- When ready, click “Continue Application”

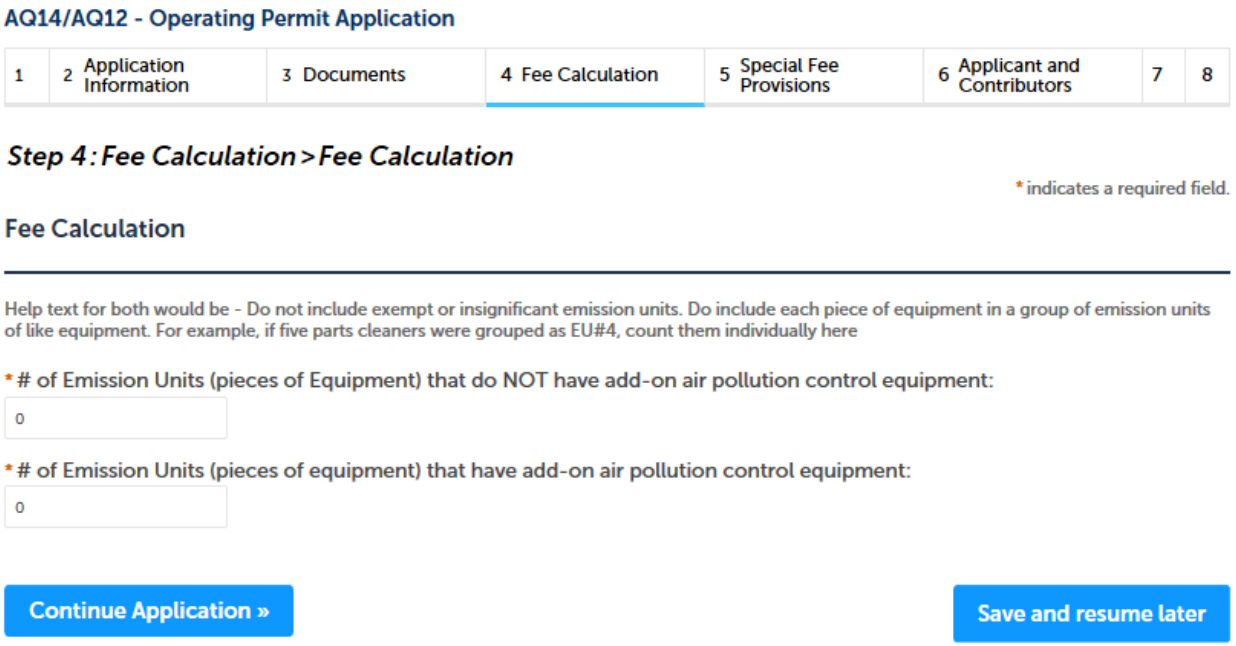


Permit Fees

- If you are Renewing an existing Operating Permit, there are no permit fees. Skip to slide 48 for Review and Certification steps.
- If you are applying for an initial Operating Permit the permit fee is determined by formula based on equipment counts and actual emission of certain air contaminants. See 310 CMR 4.0 for details on the fee calculation.

Fee Calculation

- Provide the # of emission units without add-on air pollution control equipment
- Provide the # of emission units that have add-on air pollution control equipment
- Do not include exempt or insignificant emission units



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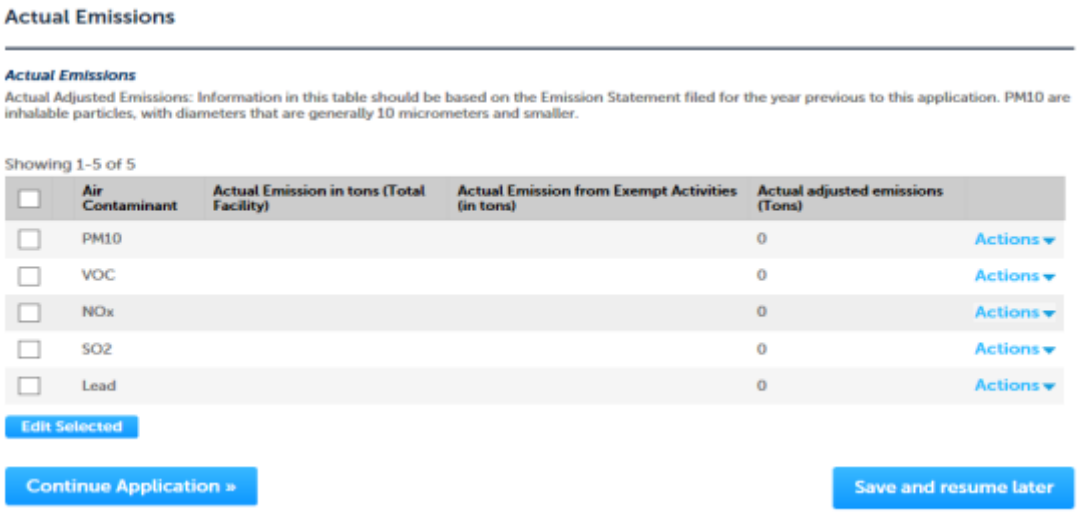
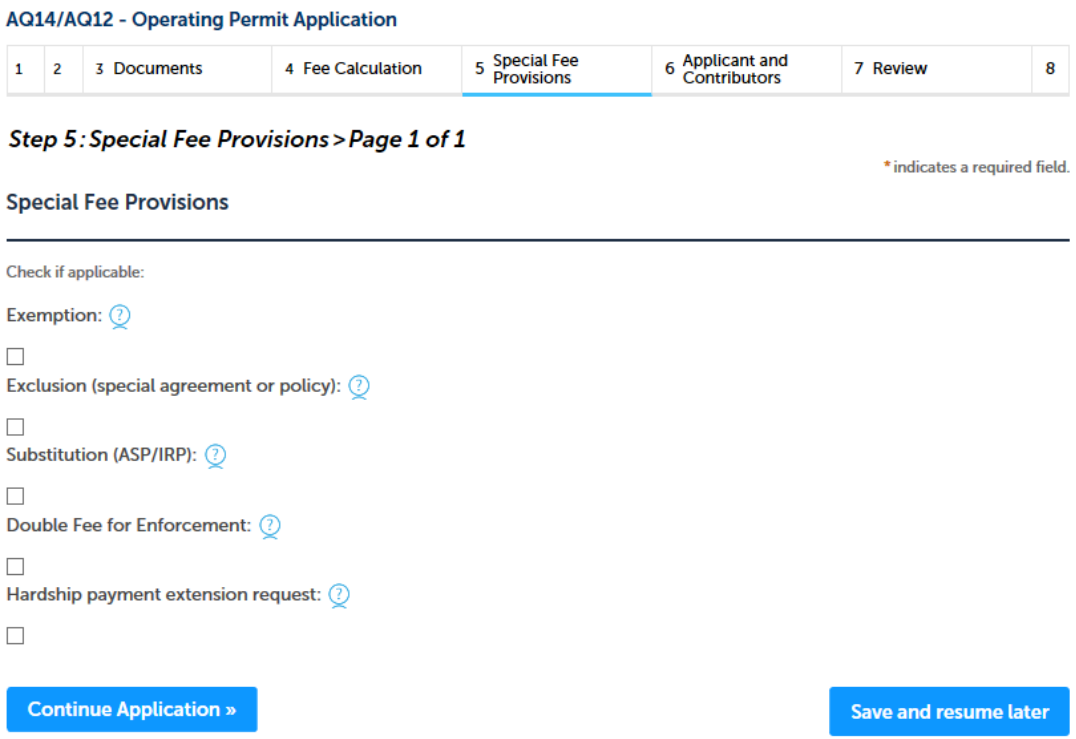
Fee Calculation

- Edit each row to indicate the actual emissions for each pollutant listed.
- Enter both the total facility emissions (including exempt activities) and the Exempt activity emissions alone
- Use the actual emissions for the calendar year preceding the year in which you are completing the application



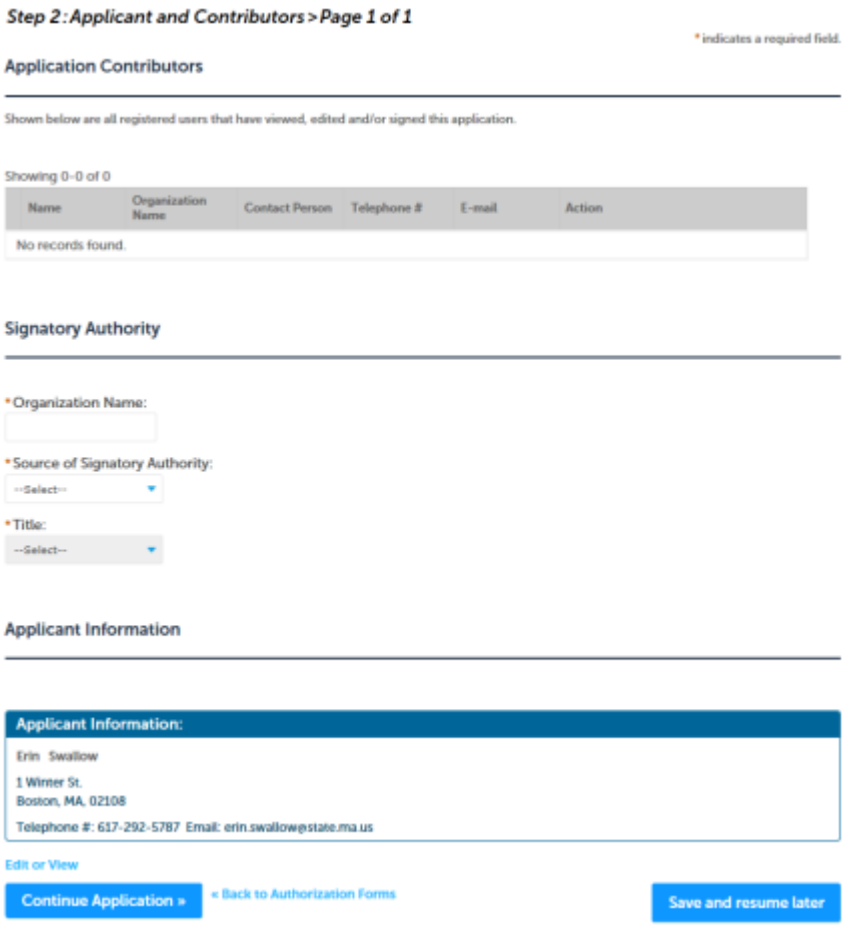
Special Fee Provision

- Leave blank and click “Continue Application” if special fees do not apply to your situation
- If you have a Special Fee Provision (e.g., you are a municipal employee), check the appropriate box and provide requested information
- Click “Continue Application”



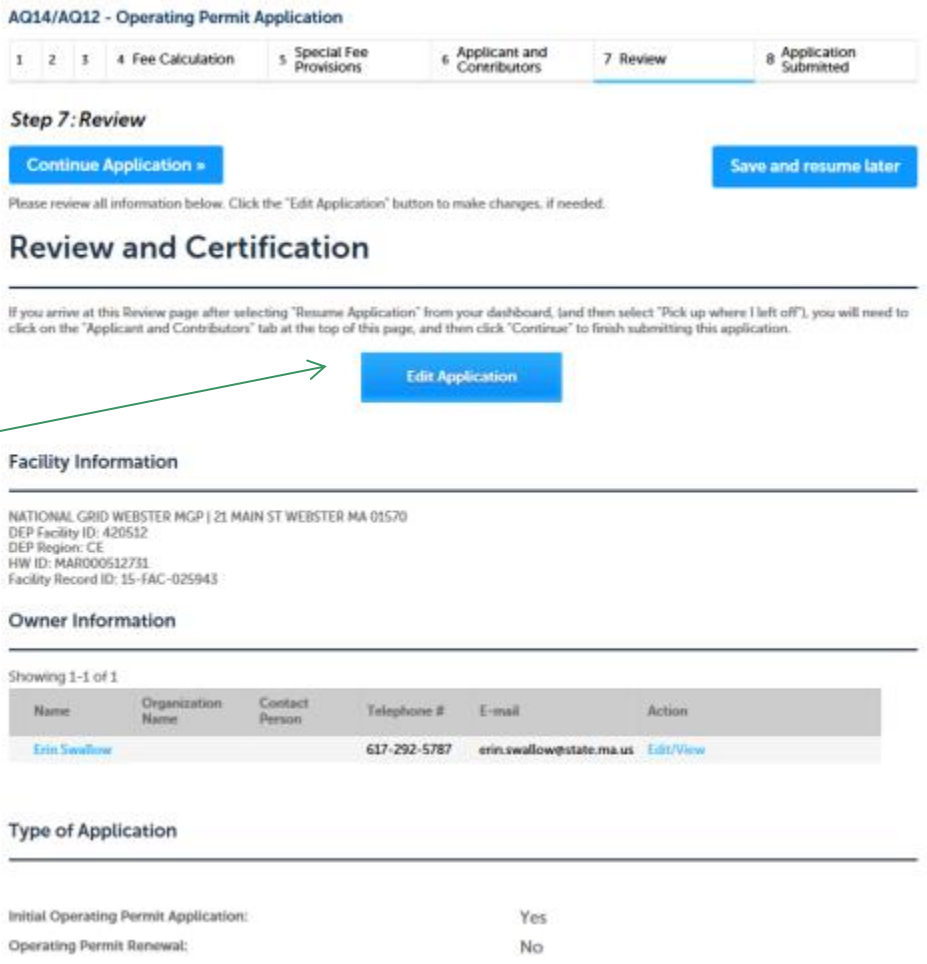
Signatory Authority

- On this page, identify the Facility Owner name, they type of organization (e.g. LLC, Corporation) and the Total of the person who is the Responsible Official for the organization
- Click “Continue Application”



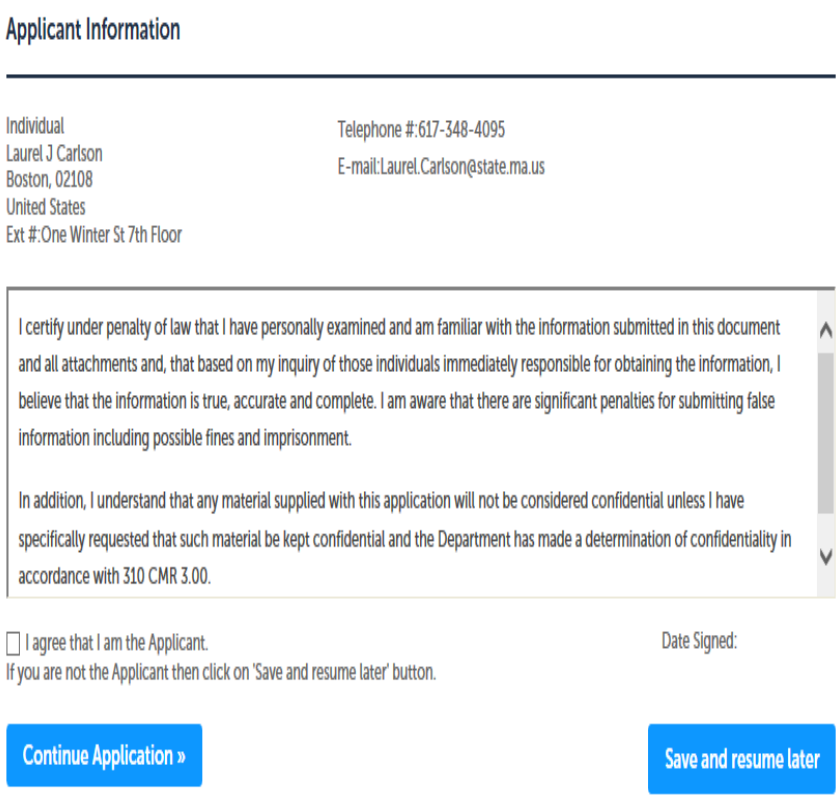
Review and Certification

- For purpose of Review, the entire application is shown on a single page for your review
- If edits need to be made, click “Edit Application”
- Otherwise, continue to the bottom of the page



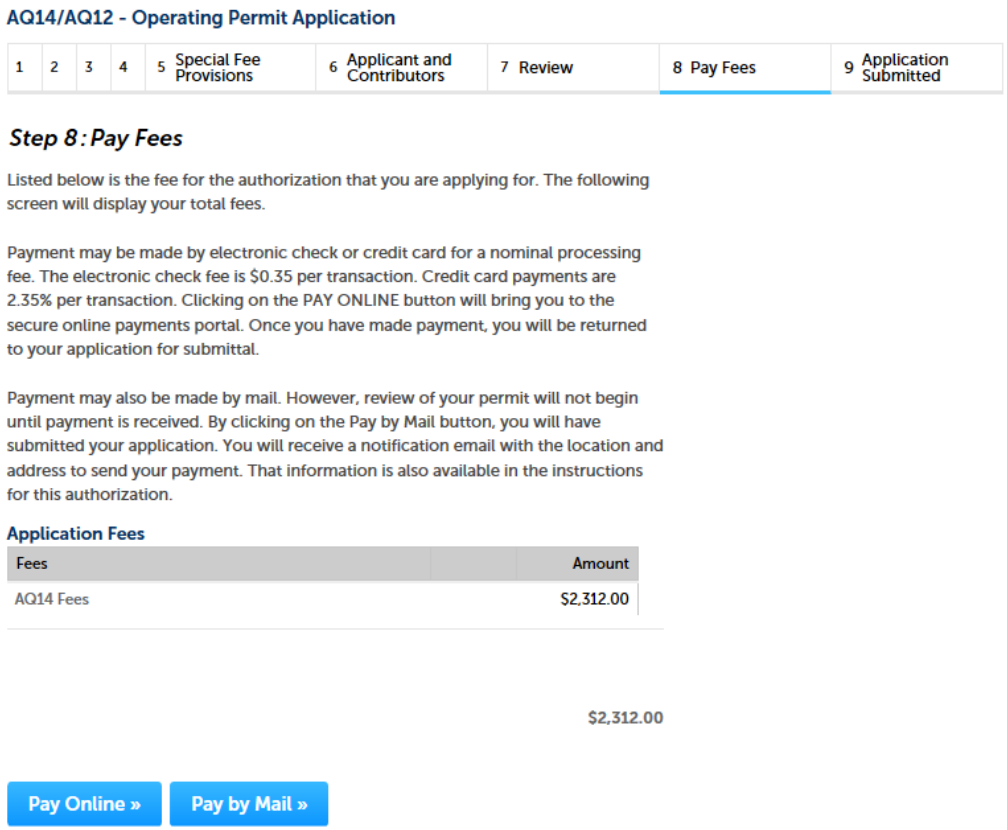
Certify & Submit

- The Responsible Official must log in for final review and Certification.
- The name of the responsible official will appear in the Applicant Information box when they are logged in.
- The Responsible Official must read and agree to the certification language provided by clicking on this box



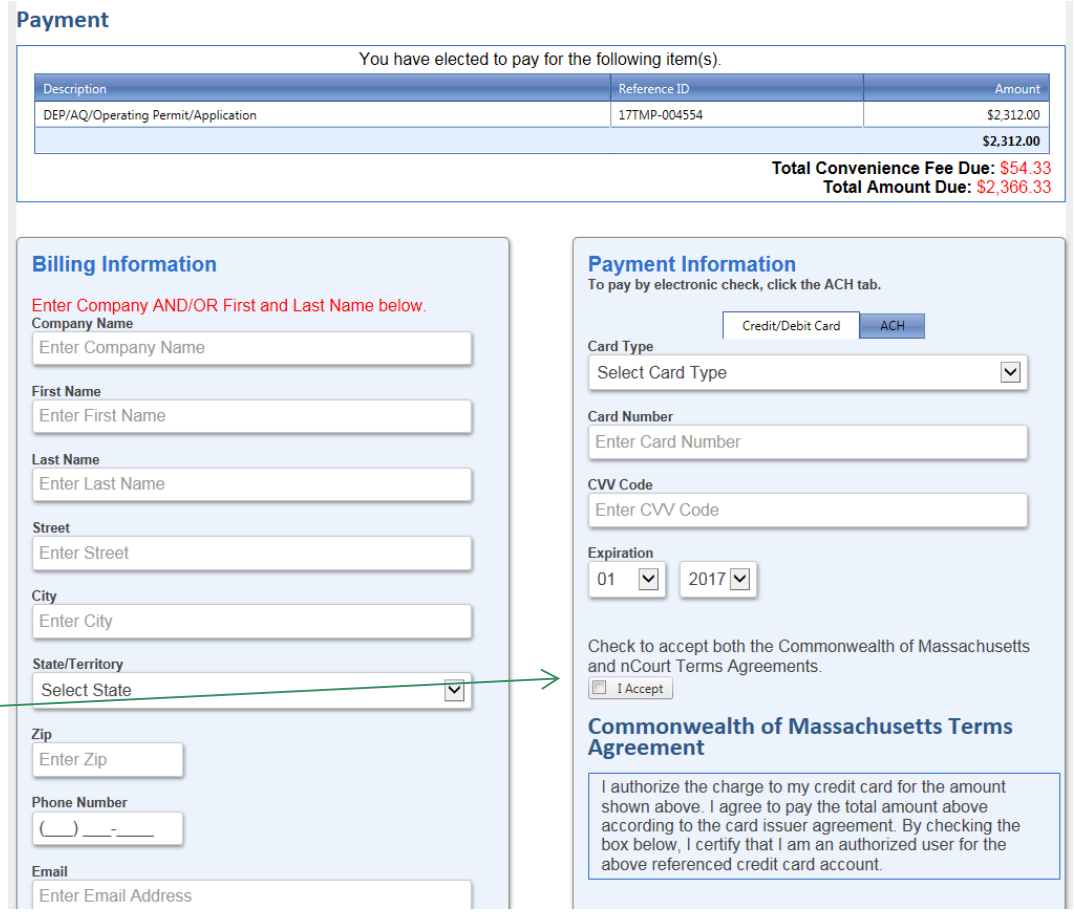
Application Fee

- *If renewing the Operating Permit Skip to Slide 54*
- For an Initial Application both online payment and pay by mail are available
- Online payment will require a service charge
- Click the appropriate box to begin



Pay Online

- If you choose “Pay Online”, you will be brought to this screen
- Provide all payment and billing information
- Accept the terms and conditions
- You will be e-mailed a receipt



Pay by Mail

- If you chose pay by mail, check your e-mail for instructions
- <u>We will not review your application until we receive payment</u>

Submission Successful 17-AQ14/12-000065-APP

EIPAS (ENV) <eipas@massmail.state.ma.us>
Sent: Mon 5/8/2017 3:51 PM
To: Swallow, Erin (DEP)

NOTICE DATE: 5/8/2017

Thank you for submitting your online authorization application form for authorization type: AQ14/AQ12 - Operating Permit Application. Your Application Number is: 17-AQ14/12-000065-APP.

Payment online: If you have paid online by credit or ACH you will receive an additional notification that your payment is complete. Review of your application will begin. You will also receive a notification from the epayment vendor that your payment is complete. That notification will include a Reference ID # for your records.

Pay by Mail: If you chose the "Pay by Mail" option, please make your payment in the form of a check or money order made payable to the Commonwealth of Massachusetts. Do not send cash. You must include your Application Number 17-AQ14/12-000065-APP on the check or money order that must be sent to the address below.

Department of Environmental Protection
PO Box 4062
Boston, MA 02211

Review of your application will not begin until after your payment has been received and processed.

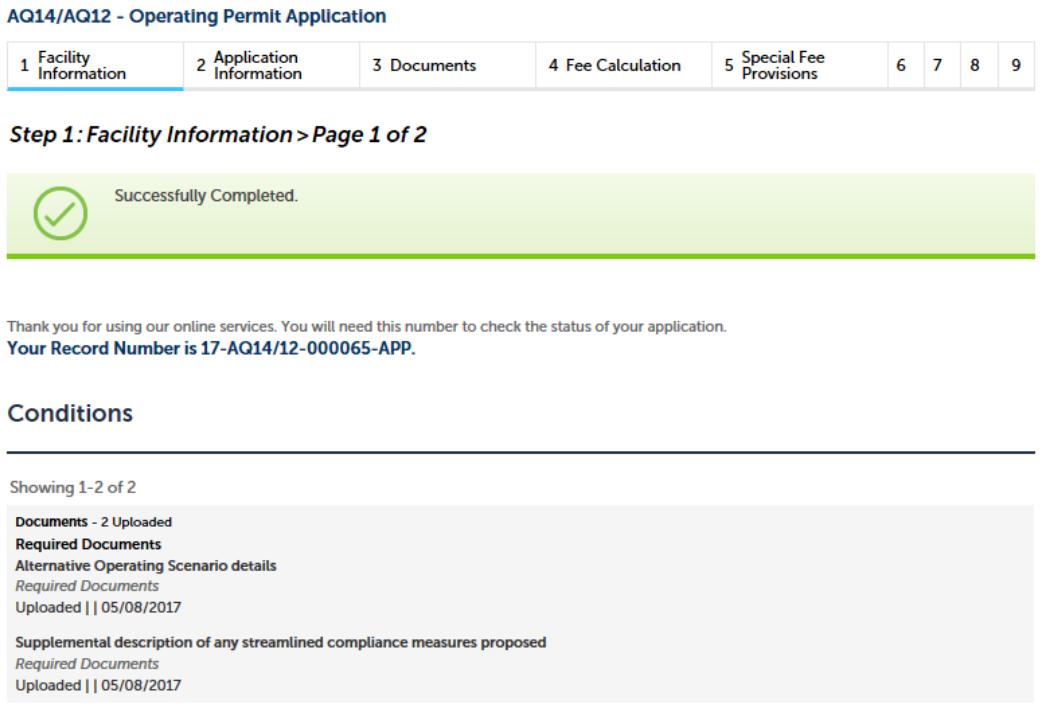
Fee Exempt Status or Hardship Status Requested: If your application indicated a Fee Exempt Status, MassDEP will review your request. If your fee exempt status is not approved you will be contacted with instructions for paying the fee. If your application indicated a request for hardship status, your request will be reviewed and you will be contacted with the final determination.

You can track the progress of your submission through the review process at the following link: https://permitting.state.ma.us/citizenaccess/. Review of your application will now begin.

Please email any questions or concerns about this notification or this application to: EIPAS@massmail.state.ma.us

Submission Successful!

- When you submit your certification you will receive this notice.
- You will also received a Record ID so you can track the status of your application on line
- Go to your “My Records” page to see the status of an application



Questions?

- For technical assistance, contact the ePlace Help Desk Team at (844) 733-7522 or ePLACE_helpdesk@state.ma.us
- For other questions, contact your regional office. You can lookup your regional office and their contact information at: http://www.mass.gov/eea/agencies/massdep/about/contacts/find-the-massdep-regional-office-for-your-city-or-town.html